

## STORMWATER COORDINATOR

The Blair County Conservation District has a vacancy for an MS4 Stormwater Coordinator to complete duties associated with the Intergovernmental Stormwater Committee (ISC) serving 11 municipalities in Blair County. Primary duties include: Facilitation of the ISC; coordinate completion of the CBPRP and TMDL Plan; develop a written MS4 Stormwater Management Program Plan; develop protocol and maintain records to track MS4 permit requirements; facilitate municipal training; maintain the group website; coordinate stormwater mapping; identify and complete grant applications; provide educational opportunities. Minimum requirements: B.S. degree in Natural or Physical Sciences, Environmental Planning, or a related field, related experience and training may be considered; 2 years practical experience in the field stormwater, municipal governments, municipal maintenance & operations; knowledge of NPDES MS4 permitting processes; familiarity with water quality regulations and TMDL's; experience working with GIS; strong written and verbal communication skills; valid driver's license. This is a full-time position, 35 hours per week, with benefits. Must be able to work flexible hours, including some evening hours. If interested please send resume, cover letter and salary requirements on or before April 28, 2017 to Donna Fisher, Manager; Blair County Conservation District, 1407 Blair Street, Hollidaysburg, PA 16648. Equal Employment Opportunity.

## JOB DESCRIPTION

### **MS4 STORMWATER COORDINATOR**

Blair County Conservation District

#### **POSITION SUMMARY:**

The MS4 Stormwater Coordinator will serve the administrative function of the Blair County Intergovernmental Stormwater Committee (ISC), through a Memorandum of Agreement by and between individual Blair County Municipalities and the Blair County Conservation District (District).

The MS4 Stormwater Coordinator will be responsible for the development, implementation, and coordination of all aspects of signatory Blair County ISC member communities' (Member) compliance with their Municipal Separate Storm Sewer System Permit (MS4 Permit), as dictated through the Memorandum of Agreement.

The MS4 Stormwater Coordinator shall facilitate proper implementation of the Minimum Control Measures (MCM's) outlined within the MS4 Permit. The MS4 Stormwater Coordinator is also responsible to facilitate compliance with the Chesapeake Bay Pollution Reduction Plan (CBPRP) and the Total Maximum Daily Load (TMDL) Plan requirements of each signatory Member's MS4 Permits.

#### **ESSENTIAL FUNCTIONS:**

- Facilitate interaction between the District and the ISC and within the ISC.
- Coordinate and conduct meetings of the ISC.
- Prepare a monthly written reports of activities. Provide verbal reports to the District Board as requested and to the ISC at scheduled meetings.
- When appropriate, coordinate completion of a multi-municipal CBPRP and a TMDL Plan for the Members, prepared by a consultant hired by the ISC. CBPRP and TMDL plans will include an implementation schedule and estimation of pollution reductions.
- Develop a written MS4 Stormwater Management Program Plan for the ISC. This plan will include the specific requirements for each of the MCM's and can be adapted for use by each Member. Current MCMs include:
  - Public education
  - Public participation
  - Illicit discharge
  - Construction
  - Post-construction
  - Good housekeeping

- Maintain a working knowledge of Commonwealth and federal laws pertaining to MS4 permit requirements such as the Commonwealth's Watershed Implementation Plan and litigation decisions having impact on the ISC.
- Maintain a working knowledge of water quality improvement construction projects and the nutrient and sediment reductions achieved with various construction projects.
- Facilitate and coordinate completion of required storm sewer mapping either on a county-wide basis or assist Members in completing mapping of their system. All mapping efforts, whether individual or multi-municipal, will be coordinated with the Blair County GIS Coordinator to assure consistency between all Members.
- Research opportunities for the design and implementation of projects not already identified in the CBPRP/TMDL strategy or plan.
- Develop protocol and maintain organized records to document and track compliance with all MS4 Permit requirements for each Member.
- Create and manage a database for the documentation of requirements and information necessary in the completion of mandated reports.
- Coordinate and assist Members in the completion of their MS4 Permit annual report by providing documentation of all MCM compliance activities completed or facilitated by the MS4 Coordinator and the District.
- Maintain the ISC Website at [www.blaircleanwater.org](http://www.blaircleanwater.org). Provide educational materials and internet links related to stormwater to Members for inclusion on Member's websites.
- Identify grant opportunities available to assist Members in meeting their MS4 Permit requirements. Facilitate and/or prepare funding application submissions for the District, ISC or individual Members. Administer funding sources secured by the ISC or Members, when appropriate.
- Develop written training plans and training schedules for Member's employees. Facilitate opportunities for training.
- Execute the policies and procedure as formulated by the Conservation District and the ISC.
- Other duties as assigned.

#### **POSITION MINIMUM REQUIREMENTS:**

##### Education and Experience

- Bachelor's degree in Natural or Physical Sciences (such as but not limited to Environmental Sciences, Engineering/Architecture, Biology, Ecology), Environmental Planning or a related field. Demonstrated experience in grant administration, project management with a background in natural sciences may be considered in lieu of a Bachelor's degree.

- Thorough knowledge of stormwater processes and water quality with a minimum of two (2) years of practical experience working in this field to include experience with local municipal governments, local municipal maintenance and operations functions and natural resource management .
- Thorough knowledge of the requirements of NPDES Individual/General Permit for Storm water Discharges from Municipal Separate Storm Sewer Systems program regulations including project management and compliance initiatives.
- Familiarity with Federal, State and Local water quality regulations, total maximum daily load requirements for waters of the Commonwealth and local government ordinances.
- Experience working with Geographical Information Systems (GIS) and Global Positioning Systems (GPS).

#### General Knowledge/Abilities

- Must be able to function independently, have personal integrity, flexibility and the ability to work effectively with others as a team.
- Must be able to execute the policies and procedures of the Blair County Conservation District and the ISC.
- Shall be skilled in both oral and written communications; have strong public speaking skills and possess excellent project management skills.
- Maintain a comprehensive knowledge of the Microsoft Office Suite.
- Maintain a valid Pennsylvania driver's license.
- Ability to operate a hand held GPS and digital camera.
- Must be able to lift, pull, push and move up to fifty pounds.
- Be able to walk, stand, and sit for extended periods of time.
- Will be required at times to climb over rough terrain, function in streams, kneel, bend and twist while completing work out of doors in varying weather conditions.

#### **SUPERVISION:**

The MS4 Stormwater Coordinator works with and under the supervision of the Conservation District Manager. Duties will be assigned by the manager and/or directly by the Conservation District Board of Directors. Due to the nature of this position (serving the ISC and multiple Members), others may be involved in the suggestion of work elements through the Conservation District Manager.

#### **SUPERVISORY REQUIREMENTS:**

Manages consultants on a project basis. Supervises interns and contract employees as needed.