



City of Irving Job Description

Drainage Programs Coordinator

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program (CIP)
Job Code:	34341	Reports To (Job Title):	MDU Programs Administrator

PURPOSE

To ensure that all program elements comprising the National/Texas Pollutant Discharge Elimination System and the Municipal Drainage Utility are fulfilled according to national, state, and municipal regulations. To supervise and coordinate with drainage projects, drainage cleaning, desilting, drainage assessments, program analysis, program research, data collection, customer service, city and community events, clerical assistance and/or other duties as assigned. To exercise functional supervision over drainage maintenance crews, which may include: coordinating duties, training new crew members, as well as, leading and participating in tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, coordinate, and administer municipal storm water programs and procedures as required for compliance with the City's MS4 Permit.
- Coordinate with various City departments, the public, and other agencies to implement MS4 permit requirements' provides inter-departmental and inter-agency training.
- Coordinate the activities required by the National Pollutant Discharge Elimination system (NPDES) as it relates to storm water management plans (SWMP), BMPs, Annual report submittals, and education and outreach.
- Responsible for the development and implementation of regulations, ordinances, procedures, programs, and other related documentation to improve the City's Stormwater Management Program and maintain compliance with the MS4 Permit.
- Develop new regulations, ordinances, programs and procedure associated with the MS4 Permit.
- Manage the City's stormwater quality database and track necessary reporting material and data of required documents for the City's annual stormwater quality report to include: drainage complaints, outfall inspections, post-construction inspections and facility operation and maintenance inspections.
- Respond to inquiries relative to stormwater quality regulations, policies and procedures.
- Create and maintain records and files pertaining to the City's Municipal Separate Storm Sewer system permit.
- Plan and attend public education and outreach events as well as prepare and present stormwater quality presentations and materials.
- Plan, prepare and present stormwater quality training to City staff.
- In conjunction with other City staff, responsible for coordinating stormwater quality environmental audits and stormwater quality environmental assessments of City owned property.
- Provide education regarding the history, implementation process and procedures of the Stormwater Utility Program to include presentations for meetings, education events, study sessions and public hearings.
- Write and maintain policy and process manuals and standard operating procedures.
- Represent the City in various stormwater advisory groups and committees.

- Interpret and apply provisions of storm water run-off, conservation regulations and other federal, state and local codes, laws, standards, policies and procedures.
- Assist with the City's stormwater quality database and track necessary reporting material and data of required documents for the City's annual stormwater quality report to include: drainage complaints, outfall inspections, post-construction inspections and facility operation and maintenance inspections.
- Establish schedules and methods for performance of assigned outcomes, which includes planning and prioritizing work; Inspect work and facilities and corrects deficiencies when necessary.
- Lead staff members, which includes assigning work, evaluating performance and correcting any deficiencies, and participating in interviewing and hiring.
- Purchase necessary equipment and supplies according to City regulations.
- Ensure proper care of equipment, vehicles, and tools, which includes troubleshooting and diagnosing equipment malfunction and performing preventative maintenance and repairs.
- Ensure the safety of assigned crew, which includes erecting appropriate work barricades; attending safety classes for first aid, defensive driving, and CPR; and, removing obstacles and barriers that present safety hazards to work crew and public.
- Prepare reports; Answer questions and provide information to the public, including investigating requests and complaints.
- Respond to after-hours callback for emergency conditions.
- Perform other related duties and responsibilities as required.

OTHER DUTIES AND RESPONSIBILITIES

- Create and prepare reports for planning, administration, and budgetary purposes.
- Maintain inventory of supplies.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 5 – 15 employees.

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 5 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position assists with division budgets for equipment maintenance, drainage materials, supplies, and safety supplies. May coordinate expenditures and/or take responsibility for equipment valued up to \$1,000,000.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's Degree from an accredited four-year college or university in Environmental Science, Watershed Sciences, Natural Resources, Engineering, Construction Management, or other related field of study.

EXPERIENCE

- Four (4) years of progressive experience with civil engineering, watershed sciences, environment science, natural resources, environmental regulations, stormwater quality compliance, construction management or a combination of these fields.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or the ability to obtain, may be required.
- Smith Driving School or equivalent.
- Training in Excavation and Earth Moving.
- Possess, or obtain with one (1) year of hire, the following:
 - Valid, Texas Commercial Driver's License Class A.
 - Certified Stormwater Pollution Prevention Plans (SWPPP) Stormwater Compliance.

KNOWLEDGE OF

- City Governments: Municipal government systems
- Management Techniques: Principles of program and project management.
- Stormwater/Environmental Quality Regulations: Stormwater/water quality program management related to compliance with MS4 permits: Relevant federal, state and local storm water regulations, including but not limited to federal Clean Water Act and its amendments, federal regulations, surface water quality regulation, SWMP development, waste discharge, non-point source pollution regulation and NPDES & TPDES permits.
- Other Industry Regulations: Federal, state, and municipal restrictions, laws, and ordinances that govern the planning and ongoing management of a project, as well as environmental laws (at all levels), and how to apply current information to given situations.
- Design: Techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Building and Construction: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings, which includes storm water conveyance objects and/or structures.
- Computers and Electronics: Computer hardware and software including applications and other technical design related programs.
- Customer Service Management: Principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems, and customer satisfaction evaluation techniques.

- English Language: The structure and content of the English language, including the meaning and spelling of words and the rules of composition and grammar.
- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency

SKILLS AND ABILITIES IN

- Reporting: Researching, analyzing and compiling data and preparing concise documents.
- System Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Service Orientation: Actively looking for ways to help people.
- Problem Identification: Identifying the nature of problems.
- Identification of Key Causes: Identifying the things that must be changed to achieve a goal.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Active Learning: Working with new material or information to grasp its implications.
- Complex Problem Solving: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches
- Functional Supervision: Motivating, developing, and directing people as they work
- Goal-oriented Crisis Communication: Effectively structuring questioning, answering, and listening interactions with clients to determine their needs in urgent situations.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- Interactive Presentation: Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Statistical Analysis, Critical Evaluation, and Methodical Execution: Applying advanced mathematical concepts, analyzing complex problems, identifying alternate solutions, projecting consequences of proposed actions, and implementing recommendations to support goals.
- Self-Management: Working well independently and without supervision.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Judgment & Decision Making: Weighing the relative costs / benefits of a potential action.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form and dealing with multiple abstract and concrete variables.

- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Report Generation: Writing technical reports and documents for a wide variety of audiences.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Internally, the incumbent will regularly engage with teams, supervisors, and department heads. Externally, s/he interacts with citizens, the media, and other government bodies and agencies, such as the North Central Texas Council of Governments, to gain cooperation and/or present findings / data, etc.

EQUIPMENT AND PROPERTY

This position may utilize a track loader, mini-excavator, HyrdoVac trailer, 10-yard dump trucks, equipment trailers (up to 20,000lbs), hydraulic pumps, water pumps, small hand held equipment (chain saws, blowers, hedge trimmers, etc.), in addition to standard office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, drive a vehicle, grasp, handle, feel, lift up to 50 pounds, listen, reach, see, sit, stand, stoop, talk, and/or walk. Frequently, s/he is required to climb, crawl, kneel, reach, pull, and/or push. Occasionally, s/he is required to carry and/or kneel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee is constantly exposed to extreme vibrations, a dirty environment, moving mechanical parts, and/or extreme temperature or weather conditions. Frequently, s/he is exposed to stress and/or air contamination. Occasionally, s/he is exposed to high precarious work places, improper illumination, and/or confining work spaces. On rare occasion, s/he is exposed to toxic or caustic materials. This job requires her/him to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate to loud. Working on or near traffic, operating loud machines, working in dirty/dusty/wet areas, and working in unstable and steep slopes is to be expected.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.