



City of Irving Job Description

Stormwater Compliance Coordinator

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	U262	Reports To (Job Title):	Environmental Compliance Manager

PURPOSE

To plan, coordinate and oversee the work of inspectors and technicians assigned to the Stormwater Function within the Environmental Compliance Division, which includes enforcing federal, state, and local laws and regulations that pertain to all aspects of the Clean Water Act, and to perform technical duties, which include sampling, monitoring, and inspecting stormwater, infrastructure and area creeks, rivers and streams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Coordinate work and oversee staff assigned work to ensure compliance with the City of Irving Stormwater Permit including the Clean Rivers Program, Dry Weather Field Screening, Municipal Good Housekeeping Inspections, industrial SWPPPs inspections and Hazmat Response Program.
- Plan, coordinate and participate in inspections of local businesses to ensure compliance with federal, state, and local environmental regulations and to assess potential need for compliance with the Stormwater Permit; coordinate work completion with the Municipal Drainage Utility (MDU) Program administrators.
- Coordinate and participate in investigations and responses to environmental issues including fish kills and grass and leaf complaints; oversee corrective actions and undertake necessary enforcement actions.
- Ensure all sampling equipment and supplies are purchased and maintained for proper operation; assign cleaning and testing of equipment on a regular basis.
- Research, review, and interpret technical regulations, guidelines, and laws as they pertain to all aspects of the Stormwater Function.
- Prepare technical and legal reports on stormwater compliance requirements and adherence by the City.
- Develop and implement monitoring plans for various stormwater functions; coordinate inspections and other require activities with the Industrial Pretreatment Program.
- Investigate environmental complaints, oversee corrective actions, and ensure necessary enforcement actions are administered.
- Issue citations and notices of violation as a sworn officer of the City of Irving and the State of Texas; issue compliance orders and other enforcement as appropriate; monitor elevated enforcement levels and coordinate required sampling and responses to comply with enforcement requirements; coordinate and schedule enforcement training for Environmental Compliance Division with the City Attorney's Office.
- Attend training to maintain licenses and certifications required for position; schedule HazMat training for Environmental Compliance Division.
- Respond to emergencies involving various water quality and hazardous materials issues.
- Track and report annual stormwater compliance metrics for stormwater permit compliance to the MDU Programs Supervisor.
- Participate in on-call rotation.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Collect samples from city water.
- Calibrate and repair various types of analytical equipment.
- Investigate citizen complaints.

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 2 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

May purchase chemicals, material and equipment with a p-card or Purchase Order. Assists in budget development. Reviews and approves invoices for lab services. .

QUALIFICATIONS:

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

EDUCATION

- Bachelor's degree from accredited four-year college or university in environmental science, biology or other subject related to position.

EXPERIENCE

- Two (2) years of experience in water or wastewater systems testing and sampling.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid, state-issued driver's license, or obtained upon hire, is required.
- C level Water and II level Wastewater Operator's certifications from the Texas Commission on Environmental Quality.
- Certified Stormwater Inspector
- Hazwoper Certification

KNOWLEDGE OF

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.

- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Scientific Methodology: Following precise practices for collecting, reporting, and evaluating scientific information.

SKILLS AND ABILITIES IN

- Functional Supervision: Motivating, developing, and directing people as they work.
- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Self-Management: Working independently and with minimal supervision.
- Interactive Presentation: Effectively presenting information and responding to questions from groups of managers, clients, customers, and the general public.
- Maintaining Current Knowledge: Reading, analyzing, and interpreting general business periodicals, professional journals, technical procedures, or governmental regulations.
- 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.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Incumbents have a variety of customer contacts including residents, local industrial and business representatives for purposes of inspection and ensuring appropriate levels of environmental compliance. Regulatory contacts include the EPA and the TCEQ to ensure the city is meeting regulatory obligations. Coordination is required with regional entities like TRA, NCTCOG, & TXDOT.

EQUIPMENT AND PROPERTY

Incumbents use sampling tools and equipment and the full scope of office equipment and machinery including computers, printers, fax machines and telephones. Use of a city vehicle is required.

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

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 frequently exposed to blood-borne pathogens, confining work spaces, dirty environment, improper illumination, moving mechanical parts, toxic or caustic materials, extreme temperature or weather conditions, and air contamination. The noise level in the work environment usually is moderate. This job requires the employee to perform duties or make decisions directly affecting the safety of others. Regularly, s/he is exposed to noise.

* 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.