

STORM WATER MANAGEMENT OFFICER

Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

A Stormwater Management Officer is responsible for coordinating and overseeing all aspects of a Stormwater Management Program, including but not limited to: negotiating for stormwater management related services; drafting contract language; consulting with technical advisors and code enforcement officers; implementing stormwater codes; preparing documents and reports related to compliance; and ensuring compliance through visual field inspections during and after construction. The incumbent works under the general direction of the Town Board and in cooperation with the Town Attorney. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- In consultation with the Town Attorney and Town Board, coordinates and oversees Town of Newfield Stormwater Management Program, including participation in negotiating and drafting contracts for services related to stormwater Management
- Consults with the Stormwater Management Technical Advisor (SWMTA) and Code Enforcement Officer (CEO) in preparing annual reports on activities to the Newfield Town Board.
- Consult with SWMTA, CEO, and Town Attorney to establish the annual Stormwater Management Program fee schedule.
- Documents and retains records regarding general permit compliance activities, prepares and submits annual stormwater compliance reports to NYSDEC
- Provide assistance to the CEO for the management of Erosion and Sediment Control Plans and Stormwater Pollution Prevention Plans for compliance to Best Management Practices as set forth in the NYS Stormwater Design Manual.
- Under the direction of the CEO or SWMTA to performs inspections, relays technical information and directs owners, applicants, contractors, and municipal officials in a manner understandable to each by tailoring the communication to the audience.
- Act as Signatory for the Town of Newfield Stormwater Management Program to NYSDEC in matters of reporting, complaint investigations, and enforcement as needed, at the discretion of the Town Supervisor.
- Consult with SWMTA, CEO in preparing Annual budget for Stormwater and Erosion Control Program. Submit written Budget request to the Town Board on or before October 15th of each year.
- Consult with SWMTA, CEO in establishing a tracking and reporting system of stormwater management systems, including post construction inspections.
- Consult with SWMTA, CEO in the development, refinement and management of inspection, review and implementation procedures related to stormwater ordinances.
- Recommend educational materials and training activities; pursue grant opportunities and funding streams to support Town of Newfield Stormwater Management Program.
- Performs other related duties as appropriate to support the Town of Newfield Stormwater Management Program as needed by the Town of Newfield; including:
- Serve as appointed representative of Town of Newfield to the Tompkins County Stormwater Coalition (annual term)
- Serve as appointed representative of Town of Newfield, via the Municipal Representative slot of the Tompkins County Council of Governments, to the Tompkins County Water Resources Council (3 year term ends Dec. 31, 2011)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles, practices and techniques of environmental engineering or design as related to the management of stormwater runoff on various construction sites;
- Good knowledge of the Department of Environmental Conservation Laws, rules and regulations governing the management of stormwater runoff;
- Working knowledge of basic computer applications (word processing, data management, spreadsheet);
- Ability to plan, develop, direct, and administer a stormwater management program;
- Ability to present verbal reports;
- Ability to prepare a variety written reports and correspondence;
- Ability to develop and maintain good public relations; and
- Tact, courtesy and good judgment are required personal characteristics;
- This position requires field work. The employee's physical condition shall be commensurate with the demands of the position.