

JOB DESCRIPTION

JOB TITLE

MS4 COORDINATOR

JOB SUMMARY

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities of the position.)

The MS4 Coordinator is a technical position reporting directly to the Director of Community Development. The incumbent shall be responsible for development implementation and coordination of all aspects of the MS4 (Municipal Separate Storm Sewer System) program. He shall also be responsible for ensuring compliance with the Township's NPDES (National Pollutant Discharge Elimination System) permit for storm water discharges and the Chesapeake Bay Pollutant Reduction Plan including public education, public involvement, illicit discharge, detection and elimination, construction, post construction, pollution protection, and good housekeeping.

DUTIES AND RESPONSIBILITIES

(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

Reports to Director of Community Development.

Coordinates implementation of the Watershed Plan and NPDES Municipal Separate Storm Sewer System (MS4) Permit Program.

Ensures the protection of Township interests and facilities as they relate to current applicable Watershed Implementation Plan and MS4 water quality improvement projects, including stream restoration, wetland creation, and storm water management of low impact development projects.

Develops protocol and maintains organized records to document and track compliance with all MS4 requirements.

Creates and manages a database for the documentation of requirements and information necessary in the completion of mandated reports.

Coordinates and completes all required reports and plans for the MS4 Annual Report and the Chesapeake Bay Pollutant Reduction Plan (CBPRP).

Provides educational materials related to MS4 for the Township website and newsletters. Develops and implements written training plans and training schedules; provides for Township wide training to ensure MS4 compliance.

Identifies grant opportunities and prepares grant applications; assists with the administration of grant funding as needed.

Version (4-10-18)

Works closely and effectively with Township road crew and parks personnel

Identify and lead or participate in Public Education and Involvement Opportunities.

Creates and maintains mapping records identifying location of inlets, outfalls, and other MS4 features.

Holds regular meetings with staff to prioritize actions, leads implementations tasks, maintains focus on priorities, and reports progress.

Presents regular updates to the Board of Supervisors regarding the status of the Township's MS4 program.

Monitors Regulatory issues, keeps staff informed in regard to new legislation, Total Maximum Daily Loads (TMDL), changes in regulations, etc.

Take complaints and questions from residents, contractors and developers, meeting with them as needed, regarding MS4 related issues.

Assists with performing site visits, water sampling, evaluation of pollutants and determining their source; conducts enforcement action for non-compliance offenders.

Performs necessary plan reviews; coordinates the construction and implementation of Township projects to ensure MS4 compliance.

Performs routine inspections as required of all storm water facilities within the MS4 area or as complaints or violations are identified.

Coordinate and document compliance activities to bring residents and businesses into compliance with the program as well as specific operation and maintenance requirements.

Prepare compliance action letters and notice of violation letters as necessary to provide for compliance with the MS4 Program.

Keeps clear and accurate records of all MS4 related activities.

Attend meetings as needed regarding matters of MS4.

Perform other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

(The knowledge, skills, and abilities required for satisfactory job performance.)

Knowledge of:

Theory, principles, practices, and techniques of public works, traffic engineering, municipal water and sewer engineering, and public works and utilities maintenance functions and best practices;
Applicable Federal, State, and local laws, codes, and regulations governing the administration of public works and public utilities functions and activities;

Principles and practices of public administration, including budgeting, purchasing, and the maintenance of public records; organization and functions of an elected Board of Supervisors;
The Township's personnel rules and policies;
Principles and practices of management and supervision.

Ability to:

Plan, direct, and integrate broad, comprehensive public works and utilities programs and activities;
Analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations, and courses of action;
Present proposals and recommendations clearly and logically in public meetings;
Understand, interpret, explain, and apply local, State, and Federal laws and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action;
Develop clear, concise, and comprehensive technical reports, correspondence, and other written materials;
Exercise sound, expert independent judgment within general policy guidelines;
Establish and maintain effective working relationships with the Board of Supervisors, officials, other governmental and regulatory officials, staff, private, and community organizations, developers, contractors, and others encountered in the course of work;
Serve the public and fellow employees with honesty and integrity;
Establish and maintain effective working relationships with the general public, coworkers, elected and appointed public officials, and members of the general public who may have diverse cultural or linguistic backgrounds, regardless of race, religion, age, gender, sexual orientation, disability, or political affiliation.

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which may create hardships for the incumbent, including the frequency and duration of occurrences of such possible physical demands, environmental conditions, demands on one's senses, and mental stresses.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

- The incumbent is required to regularly sit; talk and hear, both in person and by telephone; use hands to handle, feel, or operate standard office equipment; and reach with hands and arms. The incumbent is frequently required to stand and walk, which includes site visits to areas with uneven or unstable terrain.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

- The incumbent, from time to time, must work outside in different weather conditions including extreme cold and extreme heat. These conditions will also include periods of heavy precipitation, including rain, sleet, and snow.

Sensory Demands

(The nature of demands on the incumbent's senses)

- The incumbent's exposure to toxic chemicals or dangerous conditions impacting one's senses or health should be minimal.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

- The incumbent must work independently and is expected to maintain a tight and exact schedule of work. The incumbent must track a number of projects and meet tight deadlines, and deal with people in heightened senses of emotion. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

MINIMUM EXPERIENCE OR TRAINING

A Bachelor's Degree in Environmental Planning or Environmental Science, or a related field, along with at least four years experience in a related field. An equivalent and suitable combination of education and experience will be considered.

Must possess a valid Motor Vehicle Operator's License.

THIS POSITION IS A NON-EXEMPT (OR HOURLY) POSITION.

This job description was duly adopted and entered in record at the Board of Supervisors meeting on the day of April, 2018. 12th

ATTEST

Sandra A. Quickel
SANDRA A. QUICKEL, Secretary

BOARD OF SUPERVISORS

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\$32,600 – \$65,300