

COUNTY STORMWATER/MS4 MANAGER

Organization: Sumner County, Tennessee
Department: Development Services (Planning & Stormwater)
Job Type: Full Time
Salary and Benefits: **\$50-57,000 annually, dependent upon qualifications, plus a comprehensive benefits package**
Post Date: 09/06/2019
Closing Date: **Until filled**

Interested applicants should send their resume and three professional references to Josh Suddath, Director of Development Services, jsuddath@sumnercountyttn.gov

Individuals selected for an interview will be required to complete a Sumner County Government Employment Application.

In order to be considered for this position, applicants must possess an unrestricted driver's License. Applicants must also possess a valid EPSC Level 1 Certification, or ability to obtain same within 3 months of hire.

Sumner County Government is an Equal Opportunity Employer

POSITION DESCRIPTION

The purpose of this classification is to monitor and enforce stormwater regulations pertaining to all construction projects including stormwater runoff and to monitor the County's right-of-ways to ensure that safety standards and construction specifications are met as they relate to Stormwater Management. Supervises staff as assigned in accomplishing the above stated objectives, and ensures attainment of assigned goals and objectives.

GENERAL CHARACTERISTICS OF A SUCCESSFUL CANDIDATE:

The job requires excellent interpersonal skills and a strong customer service focus. The nature of this position requires professionalism, discretion, strong critical thinking skills, the ability to apply logic and flexibility while accomplishing tasks and meeting goals. The individual must be able to acquire and process information quickly and accurately, recognize and appropriately handle time sensitive information, manage multiple tasks and projects simultaneously and maintain a pleasant, approachable demeanor with all internal and external contacts.

ESSENTIAL DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- Initiates, plans, coordinates, monitors, and enforces programs which accomplish compliance with storm water regulations associated with all new construction and re-development projects;
- Inspects County outfalls and facilities; coordinates response, reporting, enforcement and clean-up activities for County facilities with the appropriate departments and other local, state, and/or federal

- agencies to achieve compliance with applicable laws and regulations.
- Oversees the creation and submittal each year of the County's required MS4 Annual Report to the Tennessee Department of Environment and Conservation.
 - Monitors work activities that occur on the Town's right-of-ways to ensure safety, standards, and construction specifications are met;
 - Reviews land disturbance permit applications.
 - Assists the Tennessee Department of Environment and Conservation in addressing stormwater issues and regulations governing stormwater discharge into various waters of the State of Tennessee.
 - Assists with floodplain management across the County
 - Types, prepares, or completes various forms, reports, correspondence, logs, lists, signs, receipts, notices, case files, legal orders, cost sheets, or other documents.
 - Receives various forms, reports, correspondence, affidavits, violation code books, law books, rules, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
 - Operates a personal computer, audio/video recording equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, calendar, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment.
 - Maintains file system of various department records: compiles documentation; prepares and sets up hardcopy files; sorts/organizes documents and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; packages and stores closed files; conducts records maintenance activities in compliance with guidelines governing record retention.
 - Conducts research of department files, court/legal records, database records, hardcopy materials, Internet sites, or other sources as needed.
 - Communicates with supervisor, employees, other departments, contractors, developers, law enforcement personnel, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
 - Maintains confidentiality of departmental documentation and issues.
 - Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.
 - Assists the Development Services Director and County Engineer and staff with routine problems, emphasizing construction site erosion control, and problem resolution.
 - Performs general/clerical tasks, which may include answering telephone calls, typing documents, entering data into computer, making copies, sending/receiving faxes, distributing documentation, filing documentation, or processing incoming/outgoing mail.
 - Provides assistance to other employees, departments, Town officials and the general public in emergencies or other situations as needed.
 - May attend County Commission and Planning Commission meetings and other relevant government and business meetings, where appropriate, outside regular business hours.
 - Employee must possess the ability to obtain additional certifications as may be required in the future by State or Federal authorities
 - Attends work on a continuous and regular basis.
 - Other duties may be required as assigned

THIS POSITION REQUIRES KNOWLEDGE OF:

- Federal and State regulations regarding Municipal Separate Storm Sewer Systems;

- Regulation related to Construction activities as they relate to water quality and stormwater management;
- Applicable laws and regulatory codes related to the development and construction of public improvement projects;
- Microsoft Office software suite;
- General office practices, procedures, office equipment and customer service;
- Office protocols, standard business English composition, spelling, grammar and punctuation; and
- Standards of business communication and correspondence.

MINIMUM QUALIFICATIONS

- Requires an Associates Degree with major course work in biology, horticulture, natural sciences, resource management, forestry, wildlife management, or a related field; supplemented by five (5) years experience and/or training in construction, storm water drainage, roadway construction, or erosion control; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid motor vehicle operator's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds) and heavy weight (up to 70 pounds with assistance). Tasks require the ability to traverse rough, ungraded terrain across significant distances. Tasks

require situational awareness and the ability to perceive and physically avoid heavy construction vehicles and equipment on jobsites.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally. Some tasks require the ability to tolerate strong smells and loud noises.

Environmental Factors: Essential functions are regularly performed with exposure to adverse environmental conditions, including heat, cold, rain and frozen precipitation. Employee must be able to work out of doors in all weather on rough, ungraded terrain.

Sumner County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date