



Job Description

Job Title: Stormwater Coordinator

Job Summary:

Under the direction of the Public Works Director, this position is responsible for managing the implementation of and compliance with the City's stormwater quality management program to meet the requirements of the City's Separate Storm Sewer System (MS4) permit. In addition to conducting stormwater inspections, the Stormwater Coordinator will meet with contractors, developers, engineers, and outside agencies to effectively communicate stormwater regulations and requirements to ensure conformance with the City's Grading, Erosion and Sediment Control Manual. The individual in this position will be a motivated team player and can work independently. The workload will typically be 70% field work and 30% office work.

Supervision Received: Works under the direct supervision of the Public Works Director.

Supervisory Responsibility: None.

Essential Duties and Responsibilities:

- Conduct stormwater and related inspections in a timely manner, according to a set schedule that meets the MS4 permit frequencies.
- Identify and recommend actions to the permit holder to bring them into compliance with the applicable stormwater requirements.
- Assess reinspection fees and take enforcement actions when needed. Violations must be clearly expressed.
- Communicate inspection requirements, completion deadlines, and results with contractors, Home Owner Associations, property owners, and business owners.
- Review or assist in review of submittals for compliance with the City's Engineering and Construction Standards and the GESC Manual.
- Conduct illicit discharge inspections within City limits.
- Responsible for the management and compliance of the City's Phase II MS4 permit. Duties include the application of discretion and judgment in the interpretation of pertinent codes and regulations when performing inspections. Take code enforcement actions that include verbal and written warnings or Notice of Violations that may result in an issuance of stop work orders.
- Manage the Post-Construction Stormwater Program to ensure the long-term operation and maintenance of permanent SCM's.
- Answer citizen questions and concerns about the City's Stormwater Program, water quality, and drainage issues; educate citizens on local water quality issues and pollution prevention and its impact on the community. Respond to inquiries from contractors, the

public, and other agencies relevant to City stormwater quality regulations, policies, and procedures.

- Collect data and maintain records to support program objectives and regulatory requirements including illicit discharge to the storm sewer system.
- Perform walk through inspections by identifying and evaluating City acceptance items.
- Assist with the floodplain program and responding to drainage complaints.
- Make recommendations to supervisor concerning methods and standard procedures for process improvement.

Other Duties and Responsibilities:

- Attend preconstruction meetings; build relationships with developers, consultants, contractors, citizens, HOAs, property managers, and community groups.
- Assist with stormwater education, floodplain programs, and responses to drainage complaints.
- Provide staff support to the Public Works Director; prepare and present staff reports at regular and special meetings of City Council (as assigned).
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works administration.
- Prepare reports, analyses, and recommendations for stormwater projects.
- Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Must be familiar with roadway plans, subsurface utility engineering plans, grading plans, construction document terminology, construction specifications, drainage facilities construction plans, and long-term maintenance of ponds, bioretention basins, sand filters, pervious pavers, and other green infrastructure.
- Must have knowledge of the principles and practices of water quality and environmental regulations relating to stormwater and water quality issues, construction practices, engineering standards, and environmental science terminology.
- Must have knowledge of the installation and maintenance of sediment and erosion controls and Best Management Practices (BMP control measures) to mitigate pollutant discharges into drainage systems.
- Must have knowledge of local, federal, and state stormwater regulatory requirements.
- Must have ability to interpret construction drawings and utilize computer analysis techniques.
- Must efficiently organize workload according to priorities based on limited time and resources.
- Must have strong project management and organizational skills.
- Must have strong mathematical skills to perform calculations and estimations.



- Must have strong computer skills with a thorough knowledge of Microsoft Office applications.
- Must have the ability to apply conflict resolution and problem-solving skills.
- Must have the ability to assist others in understanding and meeting established standards.
- Must have the ability to communicate verbally and in writing with engineering and construction professionals, coworkers, and the public.
- Must have the ability to acquire and apply new skills to projects and work assignments.
- Must have the ability to use independent judgment and discretion to make decisions in the best interest of the City.
- Must have basic knowledge of GIS and/or other mapping software.
- Must have the ability to develop and maintain databases.
- Must have the ability to deal with concerned citizens, developers, and contractors in a professional manner.
- The applicant should have construction safety experience and adhere to construction safety standards.

Minimum Requirements:

- Associate degree in Construction Management, Code Enforcement, Environmental Science, Environmental Engineering, Watershed Sciences, Natural Resources, or a related field from an accredited college or university.
- Two (2) years of experience.
- A combination of training certifications in Erosion and Sediment Control and four (4) years of progressive experience may be substituted for the education and experience requirements.
- License or Certificate: Possession or ability to obtain, within the first 12 months of employment, 2 of the following certifications:
 - CDOT Erosion and Sediment Control Supervisor Certification
 - IECA - CISEC Inspector of Sediment and Erosion Control certification.
 - HAZWOPER 40-hour OSHA certification; or
 - ENVISION ENV SP Certification
- Experience in reading and understanding Stormwater Management Plans and specifications.
- Possession of a valid Colorado driver's license and maintain a satisfactory driving record.

Physical Demands:

The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, in compliance with the Americans with Disabilities Act (ADA). While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and



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arms. The employee is frequently required to climb, balance, stoop, twist, kneel, crouch, crawl, walk, carry, push pull, hike up or down steep grades. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to extreme temperatures, including extreme heat and extreme cold. The noise level in the employee's environment is occasionally loud. This position requires frequent interaction with other employees and members of the public.