

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB475 Storm Water Coordinator
<b>POSITION #/TITLE:</b> 2604 Storm Water Coordinator	<b>Adopted:</b> 06-10
	<b>Revised:</b> 10-15

<b>POSITION DESCRIPTION</b>
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<b>Dept/Division:</b> Public Works/Sewer	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 12
<b>Reports To Position #/Job Code #/JC Title:</b> 1039/NB149/Sewer Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Light	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment, Typing test, Word, Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Responsible for City of Cedar Rapids compliance with the National Pollution Discharge Elimination System (NPDES) permit to operate a Municipal Separate Storm Sewer System (MS4) issued by the Iowa Department of Natural Resources (IDNR) as required by the Clean Water Act. Performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. This classification is distinguished from Environmental Specialist positions by having direct responsibility for permit compliance, the need to create and promote program initiatives City-wide, and to present information to the public, Commissions, and Council formally on a routine basis.

<b>Examples of Essential Work (Illustrative Only)</b>
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Perform all functions necessary to coordinate City-wide the programs, operating procedures, and other items necessary to maintain NPDES MS4 permit compliance;  
 Compile data on City-wide activities that support NPDES MS4 compliance;  
 Prepare and submit the required Annual NPDES MS4 Report to the IDNR;  
 Implement, update, and enforce the City's Storm Water Management Program (SWMP);  
 Coordinate with external entities to achieve a Cedar Rapids Metro Area Watershed Assessment;  
 Develop and implement initiatives to further compliance with the NPDES MS4 permit;  
 Comply with and educate on updated storm water regulations as issued by State and Federal agencies;  
 Maintain a public education outreach program to generate public acceptance and cooperation in stormwater program initiatives;  
 Conduct site reviews of existing and proposed storm water facilities, including pipes, detention basins, streams, and water quality features;  
 Conduct field data collection as required;  
 Present at meetings, conferences, and workshops;  
 Assist in ordinance research and development;  
 Enforce City Code; specifically violations of Chapter 72 – Stormwater Management;  
 Investigate complaints and document resolutions;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;  
Attend professional development meetings, conferences and workshops;  
Supports continuous process improvement initiatives;  
Performs related work as required.

### **Required Knowledge and Abilities**

Thorough knowledge of environmental compliance regulations and requirements, specifically the Clean Water Act and associated NPDES permits;  
Thorough knowledge of public infrastructure, easements, and construction site practices;  
Thorough knowledge of stormwater pollution prevention plans (SWPPP's), erosion control devices, strategies, and practices;  
Good knowledge of remote sensing and communication equipment operation and maintenance;  
Good knowledge of Microsoft Office productivity software;  
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on storm water related issues;  
Ability to operate a personal computer with Geographic Information Systems (GIS) and other program applications appropriate to assigned duties and responsibilities;  
Ability to read and interpret technical plans and specifications;  
Ability to operate a computer using applicable applications for assigned duties and responsibilities;  
Ability to organize and conduct environmental compliance and sampling activities;  
Ability to communicate effectively with regulatory agencies, property owners, utility representatives, contractors, developers, City personnel, and the public both orally and in writing, using technical and non-technical language;  
Ability to prepare accurate and reliable reports containing statistical analysis, biological and chemical terminology, flows, findings, conclusions and recommendations;  
Ability to work safely using appropriate techniques and personal protective equipment;  
Ability to work cooperatively and to maintain working relationships to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in environmental sciences, environmental engineering, chemistry, ecology, biology, microbiology, geology or related field; and Considerable experience coordinating environmental compliance activities, specifically storm water management, regulations and permitting; conducting field inspections or managing related programs; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Valid State of Iowa Drivers license upon appointment.  
EnviroCert International Certified Professional in Erosion and Sediment Control (CPESC) within first year of employment.  
EnviroCert International Certified Municipal Separate Storm Sewer System Specialist (CMS4S) within first year of employment.

### **Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review written correspondence, plans and specifications;  
Sufficient manual dexterity, which permits the employee to operate a personal computer and GPS data collection equipment;  
Sufficient personal mobility, which permits the employee to visit and inspect a wide variety of sites within the City.