

NEW CASTLE COUNTY GOVERNMENT

Number 0671

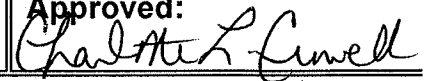
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CLASS SPECIFICATION

Date 09/02/08

Title: STORMWATER PROGRAM COORDINATOR

Approved:



GENERAL STATEMENT OF DUTIES: This position ensures compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) storm water program for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class coordinates the activities required under the NPDES storm water program including inspection of structural controls, comprehensive master planning, illicit discharge and improper disposal, public education and outreach, industrial and high risk runoff, and interpretation and application of storm water regulation. Responsibilities include working with maintenance organizations, commercial and industrial establishments, municipalities, and regulatory agencies to achieve NPDES compliance. This employee must exercise independent judgement, initiative, and discretion and must keep abreast of new developments and regulations. This employee works under general supervision and may supervise subordinates.

EXAMPLES OF WORK: (Illustrative Only)

- Coordinates activities required under the NPDES program;
- Interprets federal, state, and local regulations pertaining to storm water management;
- Prepares reports and submits to the proper agencies;
- Develops and implements strategies to meet permit requirements;
- Evaluates the effectiveness of the NPDES program in meeting its goals;
- Calculates storm water Best Management Practice (BMP) maintenance fees;
- Develops and conducts public education campaigns and distributes materials;
- Participates in the Total Maximum Daily Load (TMDL) process;
- May serve on the Resource Protection Technical Advisory Committee (RPATAC);
- Investigates complaints for enforcement actions;
- Reviews proposed site development plans for storm water management controls;
- Meets with the public to explain deficiencies and recommend corrective action for storm water management facilities;
- Directs the activities of subordinates;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

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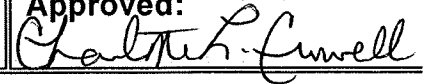
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Title: STORMWATER PROGRAM COORDINATOR

Approved:



REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Demonstrated ability to apply technical and scientific management and planning principles and practices to a complex environmental program; ability to interpret and administer agency, state, and federal policies, rules, and regulations. Good knowledge of the principles and practices of stormwater management and the NPDES program; ability to establish and maintain effective working relationships with contractors, engineers, other agencies, and the public.

MINIMUM QUALIFICATIONS: At least five (5) years of experience in environmental protection or related field and possession of a Bachelor's Degree with major course work in engineering, environmental studies or related area; or an equivalent combination of education, experience and training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent and the ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 09/02/08