**POSITION DESCRIPTION**

**CITY OF SCOTTSBURG, INDIANA**

**POSITION:** **MS4 Drainage Coordinator**

**DEPARTMENT: Mayor**

**WORK SCHEDULE: 7:00 a.m. - 3:30 p.m., M - F**

**JOB CATEGORY: PAT (Professional, Administrative, Technological)**

**DATE WRITTEN: January 2025 STATUS: Full-time**

**DATE REVISED: FLSA STATUS: Exempt**

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Scottsburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

Incumbent serves as Storm Water Drainage Coordinator for the City of Scottsburg, responsible for administering and implementing the requirements for MS4 General Permit and related storm water pollution requirements.

**DUTIES:**

Manages and coordinates storm water and maintenance projects.

Administers and implements MS4 General Permit requirements. Completes, maintains and files and reporting documents as required. Develops plans and prioritizes work and work assignments to meet administrative codes and Clean Water Act.

Maintains a variety of logs, files, and records related to employees, work assignments, project activities, and compiles information and prepares project status reports as required. Assigns work to non-direct report employees, including monitoring assigned work to ensure compliance.

Collaborates with Mayor and City Council on all storm water related requests.

Prepares and completes compliance reports for Indiana Department of Environmental Management (IDEM).

Provides information and responds to inquiries from contractors, the public, and City staff regarding storm water, including responding to complaints and/or referring to appropriate individual or department.

Performs site inspections of active construction sites to ensure compliance with MS4 rules and regulations, including preparing reports and updating to Mayor and City Council on all active construction sites.

Prepares reviews of all post construction storm water management systems, such as detention basins.

Prioritizes and plans work activities to meet deadlines. Coordinates and schedules interrelated work activities and processes to facilitate on-time completion of projects.

Maintains knowledge of trends, best practices, regulatory changes, and new technologies.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Bachelor's degree in engineering, environmental studies, water management or closely related field with minimum of two (2) years of experience in water management. Equivalent combination of education and experience may be considered.

Ability to meet all hiring requirements, including passage of a drug test.

Possession of and/or ability to obtain and maintain local Qualified Professional Inspector (QPI) certification within one (1) year of hire and Certified Municipal Separate Storm Sewer System Specialist (CMS4S) or equivalent within three (3) years of hire.

Practical knowledge of and ability to apply Federal and State water management laws, including Clean Water Act, Indiana Administrative Code 327 1AC 15-13 and 15-5 and basic working knowledge of ecology, geology, biology, soil erosion and storm sewer systems.

Practical knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines and safety precautions practices.

Practical knowledge of standard office procedures, computer skills including word processing, spreadsheet, email, and Department-specific software/application, such as ArcGIS mapping, AutoCAD, Outlook, contact management systems, Cartography, Publisher, PowerPoint, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and reports.

Ability to assign work to non-direct report employees, including monitoring assigned work to ensure compliance.

Ability to properly operate standard office equipment, including computers, calculators, fax machines, copiers, and telephone.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide access to or maintain confidentiality of Department information and records according to state requirements.

Ability to effectively communicate complex technical information orally and in writing with co-workers, other City departments, City officials, contractors, developers, property owners, consultants, government agencies, regulatory officials, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out written or oral instruction and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to compute and perform arithmetic operations.

Ability to compare or observe similarities and differences between data, people, and things, analyze, compile, collate, evaluate data, and make data-driven decisions.

Ability to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to read and interpret a variety of instructions, codes, regulations, Federal and State water management laws, construction drawings, plans and specifications, and contract documents.

Possession of a valid driver's license with demonstrated safe driving record.

**II. DIFFICULTY OF WORK:**

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

**III. RESPONSIBILITY:**

Incumbent is responsible for completion of assigned tasks where desired results are clearly indicated. Incumbent exercises independent judgment in a variety of situations and circumstances, using departmental policies for guidance. Unusual problems or situations are discussed with supervisor, and work product is reviewed for soundness of judgment and conclusions, and overall adherence with departmental polices and practices.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication and effective working relationships with co-workers, other City departments, City officials, contractors, developers, property owners, consultants, government agencies, regulatory officials, and the public for the purposes of exchanging information, rendering services, and negotiating solutions.

Incumbent reports directly to Mayor.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, including sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing up to 25 pounds, pushing/pulling, handling/ grasping/fingering objects, keyboarding, driving, close/far vision, depth/color perception, hearing/communication, and speaking clearly.

Incumbent may be exposed to extreme weather conditions, including hot/cold, wet/icy conditions, and noisy environments.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Storm Water Drainage Coordinator for the City of Scottsburg describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

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Applicant/Employee Signature Date

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Print or Type Name