



TITLE: Stormwater Technician I/II/III
PG: GN/GP/GR (dependent upon qualifications)
DEPARTMENT: Engineering – Stormwater
REPORTS TO: Assistant City Engineer - Stormwater
REVISION DATE: JULY 2024

PURPOSE OF POSITION:

The purpose of this position is to support the goals and regulatory requirements of the City of Gallatin Stormwater Utility, Stormwater Programs, and the Engineering Division. This includes, but is not limited to onsite inspections, assisting with or managing the Land Disturbance Permit (LDP) program, tasks, and events related to ensuring compliance with the City of Gallatin's Municipal Separate Storm Sewer System (MS4) Permit as re-issued by the State of Tennessee with increased requirements every five years as part of the National Pollutant Discharge Elimination System (NPDES) system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Enforces the provisions of the City of Gallatin Stormwater Ordinance and Subdivision Ordinance.
2. Performs inspections of construction sites to ensure stormwater concerns, erosion control structures, and Best Management Practices (BMPs) are installed, utilized, and maintained in accordance with the approved construction plans, and in accordance with City, State, and Federal Regulations.
3. Performs initial inspections of the initial erosion controls on a construction site and determines if site has met the conditions for issuing an LDP.
4. Performs final inspections after completion and stabilization of stormwater and erosion control structures and determines if LDP can be closed.
5. Performs on-site inspections of both public and privately funded/constructed infrastructure projects for compliance with approved plans and specifications, and other related standards.
6. Performs, documents, and communicates back to relevant parties' on-site inspections of both public and privately funded/constructed stormwater infrastructure projects for compliance with approved plans and specifications, and other related standards.
7. Collaborates with Engineering Project Managers to monitor performance surety and private developer performance. Including, but not limited to initial installation, progress, and final inspections on privately contracted public infrastructure construction and creation and updating surety calculations for completion of this infrastructure.
8. Coordinates with the Building Codes Department and other members of Engineering and Stormwater Utility Administration regarding Building Permit and Certificate of Occupancy issuance. This includes making sure that all necessary Engineering and Stormwater requirements are being met related to these permits.
9. Assists and leads in some areas the tasks associated with the City's Stormwater (MS4) Program. This includes public education and outreach, construction site inspections, illicit discharge investigations, stream assessments, and plans review.
10. Maintains detailed records, inspection reports, case files and related documentation utilizing a municipal management software system.
11. Leads and administers the Land Disturbance Permit process, including organization and leading of pre-construction meetings with all necessary parties.
12. Performs work in a Self-motivated, independent manner focusing on personal time management and coordination with contractors and permit requirements.
13. Assists in the review of stormwater and erosion control plans to ensure compliance with local regulations.
14. Assists with watershed monitoring and mapping activities and performs data collection, including hot spots, stream assessments, compliance inspections, etc.
15. Sketches and reviews "as-built" drawings to ensure accurate project documentation.

16. Assists in notifying property owners of project start and stop dates, street closings, and other information related to planned or on-going projects.
17. Performs enforcement actions as needed including verbal and written Notice of Violation and Stop Work orders. Communicates with contractors and developers in correcting violations.
18. Assists in enforcing all zoning, subdivision, and technical codes and ordinances relative to the Engineering Department and Stormwater Division.
19. Attends meetings, seminars, and training sessions as required to remain knowledgeable in the field and to promote improved job performance.
20. Performs administrative functions such as scheduling, answering telephones, taking and relaying messages, making presentations, and assisting in issuing appropriate permits.
21. Obtains professional certifications necessary to enforce adopted codes.
22. Investigates and resolves citizen complaints and identifies recommended solutions.
23. Prepares related work orders as required.
24. Complies with all safety requirements as required by the City and by individual construction sites.
25. Regular and predictable attendance.
26. Ability to work in a cooperative manner with others.
27. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

Stormwater Technician I

- Associate's Degree in an Environmental Science, Civil or Environmental Engineering, or closely related field or High School Diploma/GED with a minimum of four (4) years' recent and related work experience.
- TDEC Level I Erosion and Sediment Control course certifications or ability to obtain certifications within six (6) months of employment. Ability to obtain TDEC Level II and/or CPESC certifications preferred.
- Must have valid driver's license.

Stormwater Technician II

- Associate's Degree in an Environmental Science, Civil or Environmental Engineering, or closely related field or High School Diploma/GED with a minimum of eight (8) years' recent and related work experience.
- TDEC Level I and Level II Erosion and Sediment Control course certifications or ability to obtain certifications within six (6) months of employment. Ability to obtain TDEC Level II and/or CPESC certifications preferred.
- Must have valid driver's license.

Stormwater Technician III

- Associate's Degree in an Environmental Science, Civil or Environmental Engineering, or closely related field or High School Diploma/GED with a minimum of twelve (12) years' recent and related work experience.
- TDEC Level I and Level II Erosion and Sediment Control course certifications or ability to obtain certifications within six (6) months of employment.
- Ability to obtain CPESC certifications preferred.
- Must have valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Local, State, and Federal regulations pertaining to stormwater.
- Knowledge of the trade(s) required in the maintenance, repair and/or construction of stormwater systems.
- Knowledge of the occupational hazards and safety precautions of the work.
- Knowledge of GIS, GPS, CAD, and other special technology.
- Knowledge of Microsoft Office computer software.
- Knowledge of EnerGov, Munis, or other municipal management software.
- Ability to maintain records and prepare detailed reports.
- Ability to skillfully use the specialized tools and operate equipment related to the area assigned.
- Ability to multitask and prioritize requests and projects.

- Ability to work under tight time frames to meet target dates.
- Ability to take control of situations in a responsible manner.
- Ability to plan, organize, manage, direct, and evaluate the work.
- Ability to establish and maintain effective and professional working relationships with other employees, department heads and governmental officials.
- Ability to prepare and maintain accurate and concise records and reports both handwritten and digital.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Ability to work accurately with attention to detail.
- Ability to work the allocated hours of the position, including after hours as needed during extreme events.
- Ability to deal courteously and effectively with the public.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects. Physical activities include climbing, balancing, stooping, standing, walking, pushing, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus, for operation of machines and equipment, determination accuracy and thoroughness of work, and observation of general surroundings.

WORK ENVIRONMENT:

The employee is subject to inside and outside environmental conditions including, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, dust/dirt, grease/oils, paint fumes, moving parts of machinery, extreme weather conditions both hot and cold, rugged terrain including work in and around streams. Work is generally outdoors.

The City of Gallatin is a drug-free equal opportunity employer, with policies of non-discrimination on the basis of race, sex, religion, color, national or ethnic origin, age, disability, military service, or political affiliation.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.