

COMMUNITY DEVELOPMENT

WILLIAMSON COUNTY, TENNESSEE

DEPARTMENT: ENGINEERING

POSITION: STORMWATER PROGRAM

COORDINATOR

DEFINITION:

Position is salaried, full time, with no overtime payment authorized. Coordinates and documents activities performed by various county departments that are relevant to the county's stormwater programs in order to demonstrate compliance with state and federal requirements. Assists in reviewing and inspecting site development plans for erosion and sediment control and water quality provisions. Assists the County Engineer in developing a stormwater monitoring and control program. Maps and catalogues stormwater control devices, bridges, pipes, detention and retention areas, etc. Plans and recommends to the County Engineer measures necessary to control stormwater in accordance with County, State and Federal requirements.

JOB LOCATION/EQUIPMENT:

Office is in the Williamson County Administrative Office Building at 1320 West Main Street, Ste 400, Franklin, TN 37064. Operation of County vehicle (up to 3/4 ton truck). Utilize GPS and computer equipment, determine location, character sites and condition of drainage structures. Visit construction sites as required, which would include walking the site.

ESSENTIAL FUNCTIONS:

Responsible to the County Engineer for the performance of all duties.

Develop and maintain current a stormwater control program.

Recommend changes in existing regulations considered appropriate for control of stormwater.

Assist in planning and designing new stormwater control projects.

Maintain close relationship with the County Highway Department, contractors, developers, and utility districts.

Assist the County Executive, Development Director, and Highway Superintendent in determining stormwater control needs throughout the County.

MINIMUM QUALIFICATIONS:

B. S. in Environmental Science or related Engineering degree.
Two years experience in drainage, erosion control, and stormwater management.
Familiar with modern construction methods, materials, and equipment.
Familiarity with State and Federal stormwater control standards, statutes, and the rules and regulations pursuant thereto.
Ability to communicate effectively.
Ability to speak publicly in explaining construction projects and the progress of work thereon.
Ability to prepare written reports and evaluations.
Ability to sustain a moderate to vigorous level of physical activity while negotiating rough terrain at construction and stormwater control sites.
Ability to read and interpret construction plans and specifications.
Ability to make and check relatively difficult engineering computations.
Ability to express ideas clearly, concisely, and convincingly.
Ability to establish and maintain an effective working relationship with the public and other employees.
Knowledge of the use of tools and equipment used in engineering work.
Knowledge of basic engineering principles and practices.
Knowledge of drafting and surveying work.
Knowledge of the preparation of engineering drawings.
Possession of a valid Tennessee driver's license.
Possess experience in the use of Geographic Information Systems (GIS) and computer aided drafting and design (CADD).
Familiarity with ArcView and database software.