



City of Duluth
3167 Main Street
Duluth, Georgia 30096-3263
(770) 476-3434

JOB DESCRIPTION

JOB TITLE: **STORMWATER TECHNICIAN [Series]**
DEPARTMENT: Community Development Department
SUPERVISOR: City Engineer
DATE: 07/01/2014
EEO CATEGORY: 08 – Service/Maintenance
EEO FUNCTION: 13 – Sanitation and Sewage
FLSA: Non-Exempt (“Hourly”)

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.

JOB SUMMARY:

Employees in this position perform semi-skilled manual work, which is performed alone or as part of crew, involving stormwater system inspections, maintenance, and repairs. Inspections include storm drain inlets, yard inlets, pipes, ditches, and streams. This position is required to perform technical work within in an office environment as well as manual labor in the field. This employee will be required to perform heavy physical labor in all types of weather conditions, using a variety of tools and equipment.

DISTINGUISHING CHARACTERISTICS:

Stormwater Technician I:

This is the entry level job within the Stormwater Technician Series. With direction from the City Engineer and/or Stormwater Supervisor an employee in this class helps ensure compliance in executing The City’s MS4 (Municipal Separate Storm Sewer System) permit with the State of Georgia Environmental Protection Division (EPD) as well as the City’s NPDES General Permit. Work requires a significant level of independence, self-initiative, program knowledge, and self-confidence in group activities. Work involves frequent field visits to inspect work in various stages of completion and analyzing the source of illicit stormwater discharges.

Stormwater Technician II:

This is the more advanced level job within the Stormwater Technician Series. In addition to the duties of the Level I Technician, this position plans, organizes, coordinates and helps ensure compliance in executing The City’s MS4 (Municipal Separate Storm Sewer System) permit with the State of Georgia Environmental Protection Division (EPD) as well as the City’s NPDES General Permit and completes inspections on the City’s Industrial Sites to ensure compliance with the Industrial Stormwater Plan as well

as inspections on sites that are categorized as Highly Visible Pollutant Sources (HVPS) within the City to examine site runoff for illicit discharges and water quality. The employee's work results help ensure in the compliance with the City's MS4 (Municipal Separate Storm Sewer System) permit with the State of Georgia Environmental Protection Division as well as the City's NPDES General Permit.

The employee exercises judgment and initiative in setting and carrying out scheduled activities, monitoring outside agency requirements, and proposing improvements to the existing stormwater program. Technical judgment is required to interpret provisions of the policies and ordinances as applied to projects and circumstances. Tact, courtesy, and firmness must be exercised in dealing with contractors, other governmental agencies, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The specific duties, knowledge, skills and abilities required for each work assignment will vary. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Communicates with supervisors, directors, other departments, property owners, contractors, complainants, HOA's, public, and other individuals needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction

Assists in responding to citizen inquiries and complaints regarding the stormwater program, water quality, and flooding concerns.

Assists with the compliance of the City's Illicit Discharge Detection and Elimination (IDDE) program including responding to complaints, conducting field inspections and water quality monitoring of watercourses and other stormwater facilities. (primarily Technician II)

Assists in the preparation of reports, documents inspections, issues notices and letters; photographs property conditions and maintains required records.

Uses a computer database and/or spreadsheets, GPS and computer mapping for reporting and record keeping. (primarily Technician II)

Helps compile and/or monitors data pertaining to illicit connections, discharges, and other work activities involving stormwater structures; performs research and makes applicable calculations; analyzes data and identifies trends; prepares reports and maintains records (primarily Technician II)

Maintains a comprehensive, current knowledge of regulations and guidelines; maintains awareness of new trends and advances in profession, reads professional literature, attends workshops and training sessions as appropriate (primarily Technician II)

Assists with the inspections of High Visibility Pollutant Sources (HVPS), Industrial, storm water structures, detention ponds, creeks, and ditches

Assists in the preparation and/or completes various forms, field reports, correspondence, maps, policies, procedures, reference material or other documentation (primarily Technician II)

Assists with the repairs of catch basins, outfalls, junction boxes, yard inlets, detention ponds, illicit discharges, and other storm water systems at frequent interests to insure that all aspects of the systems are functioning properly

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, presentations, email internet or other computer programs

Operates/utilizes a variety of equipment or tools associated with activities, which may include a truck, mini excavator, storm water monitors, diagnostic instruments, camera, global positioning system, manhole cover puller, measuring devices, hand tools, and cement

Operates and maintains street sweeping activities/duties to maintain the cleanliness of the cities structures and streets that are storm water related

Performs stormwater system inspections and repairs, including: inspects storm drain structures, piping and ditches; installs drainage pipes; repair storm drains, catch basins, and pipes; digging and backfill trenches; And retrofitting catch basin lids

Performs grounds maintenance on City Rights-of-Way, including: removes leaves, weeds and debris from storm drains, drainage ditches, and catch basins; removes litter and debris from roadway curbs, shoulders, medians, sidewalks, and other City rights-of-way; clears weeds and brush; and collects trash and litter

Performs inspections on drainage complaints received, including: answers calls regarding drainage complaints on personal property and within the right of way (primarily Technician II); inspects drainage complaints by way of site visit; create maps and summary reports from site visits;

Maintains a safe work area, including: places and removes cones, barricades, warning devices, and/or directs traffic at work sites to ensure safety of work crew and public; cleans up work sites upon completion of job; picks up all tools and equipment; secures the jobsite if returning later; washes vehicles and equipment as needed; cleans up shop areas; maintains tools and equipment in safe and operable condition; safely use, mix, and dilute all chemicals according to direction labels; and when operating a motor vehicle, observe safe driving principles and practices

May perform additional duties, including: assists other City departments as requested or required, particularly in emergency situations; and applies larvaecide in detention ponds, creeks, catch basins, and other areas of standing water

Essential Duties and Responsibilities of All City Employees:

1. Adheres to all applicable state and federal laws; local ordinances; City and Departmental policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Duluth.
3. Makes positive suggestions for improvement
4. Performs other related duties and functions as assigned, required, or directed, or which are obviously necessary, readily apparent, or related to other duties and responsibilities
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors
6. Works as scheduled

7. Accepts and follows instruction, evaluation and correction
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training
9. Helps other employees when needed or asked
10. Assists in training new employees
11. Carries assigned workload
12. Wears acceptable and clean clothing/uniform
13. Demonstrates acceptable personal hygiene and grooming
14. Demonstrates appropriate decision making/problem solving ability

Peripheral Job Duties:

1. Drive and operate specialty vehicles (such as dump truck, bucket truck, sweeper truck, etc.) if qualified.

SUPERVISION RECEIVED:

The employee performs work under supervision of the Stormwater Supervisor, City Engineer and Planning Director. Work is checked while in progress and upon completion by supervisors.

EMPLOYMENT STANDARDS:

Employees must be at least 18 years of age, and must be legally able to accept work in the United States.

Experience, Training and/or Education:

Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.

Previous work experience in stormwater, wastewater, or water treatment is required, and experience in NPDES and MS-4 reporting is highly preferred.

Stormwater Technician I:

A High School diploma, state-issued GED, or equivalent is required at time of hire

National Safety Council/D.O.T. Approved Flagging Certification – City can provide training, but preferred at time of hire

Confined Space Entry Certification – City can provide training, but preferred at time of hire

Stormwater Technician II:

In addition to those required for Technician II;

Level 1A Fundamentals Erosion Sediment Control Certification
(<http://gaswcc.georgia.gov/education-and-certification>)

NPDES Certified Storm Water Inspector Certification
(<https://www.npdes.com/training/certifications>)

OSHA 10-Hour General Industry Safety Certification (although we are not covered under OSHA regulations, we generally consider this training and their recommendations to be good practice.)

Georgia Utilities Protection Center (Public Service Commission) Damage Prevention Training

FEMA Certifications (<http://training.fema.gov/IS/crslist.aspx>) – online classes available before or after hiring

IS-00700.a National Incident Management System

IS-00100.b Intro to Incident Command System

Other Requirements:

Failure to: (1) obtain and maintain all required certifications, licenses, and commissions as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.

1. Possession of a valid Georgia Driver's License for the type of vehicle operated is required within 30 days of hire, and must be maintained throughout employment.
2. Acceptable Motor Vehicle Record (MVR) is required and must be maintained throughout employment
3. Obtain basic first aid and adult CPR certification, and maintain certification throughout employment; training available after employment
4. Take and pass a medical exam, physical agility test, and drug screening test
5. Must be willing to respond to after-hours emergencies and to work overtime

TOOLS AND EQUIPMENT USED:

While performing the duties of this job, and depending on their assignment, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment

Traffic safety vest, gloves, goggles, dust mask, ear protection, safety shoes, hardhats, rain gear, and two-way radio.

Hand Tools

Common hand tools, manual hedge clippers, shovel, rake, hoe, pick, mattock, axe, broom, and tampers.

Motorized Equipment

Chainsaw, riding and push power lawn mower, weed eater, gas hedge clippers, power saw, compressor, motorized tamper, jackhammer, blower/vac, pressure washer

Motor vehicles

Automobiles and pickup truck; and if assigned, specialty vehicles (such as dump truck, bucket truck, sweeper truck, Tennett sweeper, etc.).

Chemicals

Insecticide (including larvacide) and herbicides (weed killer)

Commercial cleaning products

Miscellaneous

Keys

KNOWLEDGE, SKILLS & ABILITIES: (fully proficient level)

The requirements listed below are representative of the knowledge, skills and abilities (KSAs) required for satisfactory performance of the job duties and responsibilities at a "Fully Proficient Level." Different job assignments may require differing knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge:

Knowledge of practices, procedures, techniques, materials, tools, and equipment used in the maintenance and repair of streets, gutters, sidewalks, storm drains, and related facilities; the maintenance of grounds and building facilities, and custodial duties.

Knowledge of safe work methods, safety precautions and safety regulations related to street, gutter, sidewalk, storm drain and related facilities construction and maintenance work, the maintenance of grounds and building facilities, and custodial work; particularly in the use of cleaning products and universal precautions relating to bloodborne pathogens

Knowledge of proper sanitary and safety precautions when handling trash, garbage and other potential hazards

Knowledge of body mechanics necessary to safely lift and move heavy objects

Knowledge of Department and City policies, procedures, directives, rules and regulations

Knowledge of geography, road network, traffic patterns, public facilities, and emergency facilities of the City

Knowledge of map formats and symbols used in reading maps

Knowledge of the principles of first aid and CPR

Knowledge of the proper use of insecticides, herbicides, and water fountain chemicals.

Skill:

Skill in operation of listed tools, equipment and supplies; including manual dexterity

Skill in performing first aid and CPR techniques

Skill in properly placing cones, barricades, warning devices, and directing traffic flow at job sites

Skill in performing heavy physical labor

Skill in using body mechanics to safely lift and move heavy objects

Skill in the use of proper sanitary and safety precaution when handling trash, garbage and other potential hazards

Skill in operating a motor vehicle in a safe manner, and in using safe driving principles and practices

Ability:

Ability to perform the essential duties and responsibilities of the job

Ability to safely, effectively, and efficiently use, operate and/or apply assigned materials, supplies, tools, equipment and vehicles

Ability to read labels on products, to safely and properly mix or dilute various chemicals and cleaning products, and to learn applicable safety requirements

Ability to prepare and maintain accurate and complete records, logs, and reports

Ability to be constantly alert and aware of the hazards involved and to apply safety practices and principles in reporting and preventing accidents

Ability to carry out duties according to federal and state laws and administrative regulations; city ordinances; Departmental policy, procedures, directives, rules and regulations; and external directives

Ability to apply standard solutions to recurring situations

Ability to observe and analyze situations quickly and objectively and, using good judgment, determine an effective and efficient course of action to be taken with due regard to the task, hazards, situation, and circumstance

Ability to provide information and explanations of the processes and procedures of the Planning Department to the public

Ability to handle difficult and emergency situations in an effective, safe, timely and legal manner

Ability to recall and relate details of incidents in order present information to concerned parties

Ability to understand, remember and follow quickly and accurately oral, written, illustrated, or demonstrated instructions and procedures in the English language

Ability to successfully complete the Department's training programs following employment/assignment

Ability to read and interpret maps in order to find locations and to give accurate directions

Ability to read, write, speak, and understand standard American English

Ability to perform basic arithmetic operations involving addition, subtraction, multiplication, and division

Ability to establish and maintain effective working relationships with a wide range of persons, including: supervisors, peers, other city employees, contractors, and the general public

Ability to work effectively as an individual and as a team member

Ability to accept responsibility, acknowledges mistakes, and share successes

Ability to adapt to change and changes in work conditions, and work in an environment of growth and innovation

Ability to operate manual transmission vehicles (dump truck, bucket truck, etc.) if assigned

Ability to problem-solve and make decisions

Ability to work varied shifts and overtime as required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Testing and/or evaluation of these requirements may be conducted as part of the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- occasionally required to maintain sustained periods of strenuous physical exertion
- regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls
- regularly reach with hands and arms
- frequently required to stand
- frequently required to walk over rough, uneven surfaces;
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents, back-up alarms on trucks, radio-dispatched calls, and calls for help/of warning from a co-worker, etc.)
- occasionally required to sit; climb ladders or steps, balance; push and/or pull; stoop, kneel, bend, crouch, or crawl
- occasionally lifting of moderately heavy items utilizing proper body mechanics and techniques
- occasionally remain in uncomfortable physical positions
- occasionally work in confined spaces as narrow as thirty-six (36) inches in diameter, or in the water fountain pit

The employee must frequently lift and/or move up to 50 pounds, and occasionally assist in lifting and/or moving up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must be able to smell smoke, natural gas leaks, and other hazardous odors.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee:

- regularly works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- frequently works near moving mechanical parts
- is frequently exposed to wet and/or humid conditions
- is regularly exposed to operation of equipment which causes loud noise levels and high vibrations
- is regularly exposed to commercial cleaning products and water fountain chemicals (downtown assignment)
- is occasionally exposed to fumes or airborne particles
- is occasionally exposed to insecticides/herbicides
- is occasionally exposed to areas of low illumination and/or poor visibility
- may be exposed to blood and body fluids while cleaning

The noise level in the work environment is usually moderately loud, but can rise to high levels during concerts and other similar events

EQUAL OPPORTUNITY EMPLOYER:

The City of Duluth is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the City of Duluth does not discriminate on the basis of race, color, religion, national origin, disability, age, sex or other legally protected status or classification, except where mandated or permitted by law.

It is the policy of the City of Duluth to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

AMERICANS WITH DISABILITIES ACT (ADA):

The City of Duluth, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.