

TOWN OF COLLIERVILLE, TENNESSEE

CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: STORMWATER COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to monitor and enforce storm water regulations pertaining to all construction projects including storm water runoff and to monitor the Town's right-of-ways to ensure that safety standards and construction specifications are met.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Initiates, plans, coordinates, monitors, and enforces programs which accomplish compliance with storm water regulations associated with all new construction and re-development projects; inspects Town outfalls and facilities; coordinates response, reporting, enforcement and clean-up activities for Town facilities with the appropriate departments and other local, state, and/or federal agencies to achieve compliance with applicable laws and regulations.

Monitors work activities that occur on the Town's right-of-ways to ensure safety, standards, and construction specifications are met; manages the proposed right-of-way ordinance, which will require regular monitoring of job sites and construction activities occurring in the Town's right-of-ways; reviews right-of-way permit applications.

Assists the Tennessee Department of Environmental Conservation (TDEC) to address storm water issues and regulations governing storm water discharge into various waters of the State of Tennessee.

Assists with flood plan management to include updating current records, providing copies of Letters of Map Revisions (LOMR's) to the general public, and updating the Town's flood map as required.

Types, prepares, or completes various forms, reports, correspondence, logs, lists, signs, receipts, notices, case files, legal orders, cost sheets, or other documents.

Receives various forms, reports, correspondence, affidavits, violation code books, law books, rules, regulations, ordinances, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, audio/video recording equipment, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, calendar, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of various department records: compiles documentation; prepares and sets up hardcopy files; sorts/organizes documents and files documents in designated order; retrieves/replaces files; shreds/destroys confidential or obsolete documents; packages and stores closed files; conducts records maintenance activities in compliance with guidelines governing record retention.

Town of Collierville, Tennessee • Storm water Coordinator

Conducts research of department files, court/legal records, database records, hardcopy materials, Internet sites, or other sources as needed.

Communicates with supervisor, employees, other departments, contractors, developers, law enforcement personnel, the public, state/federal agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality of departmental documentation and issues.

Maintains an awareness of proper safety procedures and guidelines and applies these in performing daily activities and tasks.

Attends work on a continuous and regular basis.

ADDITIONAL FUNCTIONS

Coordinates with the Federal Emergency Management Agency (FEMA) on the issuance, and any subsequent revisions, of new Flood Insurance Rate Maps (FIRM); coordinates with the residents of the Town of Collierville on problems that may arise, i.e. map errors, and/or properties that have been removed from flood plains, through LOMR's.

Assists the Town Engineer and staff with routine problems, emphasizing construction site erosion control, and problem resolution.

Performs general/clerical tasks, which may include answering telephone calls, typing documents, entering data into computer, making copies, sending/receiving faxes, distributing documentation, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees, departments, Town officials and the general public in emergencies or other situations as needed.

May attend Board of Mayor and Alderman meetings and other relevant government and business meetings, where appropriate, outside regular business hours.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Requires an Associates Degree with major course work in biology, horticulture, natural sciences, resource management, forestry, wildlife management, or a related field; supplemented by six (6) years experience and/or training in construction, storm water drainage, roadway construction, or erosion control; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid motor vehicle operator's license.

PEFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership; to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally; must be able to hear sounds of various frequencies.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, or animal bites.

APPROVALS

James Lewellen, Town Administrator

Jeff Sprow, Director Human Resources

The Town of Collierville, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.