



JOB TITLE: Stormwater Compliance Officer / GIS Technician **DEPARTMENT:** Public Works

REPORTS TO: Public Works Director **SUPERVISES:** None

GRADE: 4 ADMIN TECHNICAL N/A

POSITION CLASSIFICATION: REGULAR NON-REGULAR
 EX SALARY NX HOURLY OTHER
 FULL TIME PART TIME VARIABLE

Position Purpose

This is a responsible and specialized professional and technical position with responsibility for planning, managing, and coordinating the activities of the Town’s Stormwater Management Program as well as maintaining the Town’s Geographic Information System (GIS).

Primary Duties & Responsibilities (Illustrative Only)

The essential job functions and duties listed below are intended only as illustrations of the various types of work that may be performed. 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.

Stormwater Compliance

Interdepartmental Coordination

- Plans, organizes, and coordinates the daily activities of the stormwater program to ensure compliance with the permit.
- Provides technical expertise and guidance to other town departments in the implementation of their stormwater program SOPs.
- Provides training to other town personnel to effectively implement the Town’s Stormwater Management Program and to reduce the impact of pollutant runoff in municipal operations.
- Provides technical expertise and aid in responding to complex questions for interpretation of various codes and ordinances.
- Develops and maintains guidance documents on use of Best Management Practices (BMPs) for commercial, residential and municipal activities to ensure compliance with the stormwater permit.

Development Review

- Reviews erosion and sedimentation control plans for construction and development.
- Reviews proposed stormwater management plans and long-term operation and maintenance plans for construction and development.
- Coordinates with the Development Review Team on maintenance operations, design review, and stormwater programs related to public and private stormwater systems.



Interagency Coordination and Public Outreach

- Represents the Town at the Interlocal Stormwater Working Group (ISWG)
- Prepares and presents reports, recommendations, and studies to staff, governing bodies, private agencies and groups, and/or Town Council at public hearings and meetings.
- Represents the Town in meetings involving other municipal governments, state and federal agencies; serves as liaison with federal, state, and other agencies with respect to regulations and programs involving stormwater pollution.
- Develops and maintains effective communication with the public, contractors and other government agencies to provide information, work collaboratively, and offer solutions regarding multi-jurisdictional stormwater activities and projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of stormwater and other water quality programs.
- Coordinates with other regional and local entities to facilitate efficient and consistent program management.

Budget and Funding

- Assists with the development of the program budget, writes and applies for grants and any other funding sources to help ensure proper resources are available to fund required capital improvement projects and the maintenance and inspection of the municipal stormwater system.
- Manages the implementation of grant programs accepted by the Town in support of the stormwater programs.

Long Range Planning

- Develops and implements plans and programs to ensure continued compliance with the requirements in the stormwater general permit for MS4's concerning the six Minimum Control Measures (MCMs) as outlined in the Town's Stormwater Management Plan.
- Coordinates and participates in the development and updating of short and long range plans, including Capital Improvement Plans.
- Develops and implements watershed management plans and/or pollution reduction programs and plans consistent with established TMDL's for the Town's potentially urban impaired streams.

Reporting and Recordkeeping

- Prepares and submits all reports and documentation as required under the MEPDES permit, including Notice of Intent, Annual Reports, Stormwater Management Plan, and other documentation as requested.

Relationships

- Works effectively and positively with other employees and the general public regarding all aspects of the program.

Site Inspections

- Conducts inspections of the Town's stormwater infrastructure and completes reports using the



Town's GIS app to ensure compliance with the stormwater general for MS4s.

- Conducts site inspections for construction projects to ensure compliance with the project's Erosion and Sedimentation Control Plans, municipal ordinances, and State laws.

GIS Program

- Works with various municipal departments to ensure that their needs for GIS Information are met on a day to day basis.
- Assumes responsibility for ongoing spatial data maintenance and dissemination.
- Provides GIS end user support.
- Generates maps and other GIS reports and information products.
- Provides technical expertise related specifically to asset management.
- Compiles and organizes GIS data from maps, databases and other sources.
- Collects data in the field using Global Positioning Systems (GPS) units.
- Collects and converts mapping resources and data.
- Inputs and edits municipal infrastructure on a daily basis.
- Converts, imports, and exports data in and out of the GIS system.
- Directs the preparation of regular status reports, highlighting GIS issues requiring attention.
- Creates and documents procedures and metadata definitions.
- Performs other related duties as assigned.

Minimum Qualifications

Education, Training, and Experience:

- Degree in engineering, environmental sciences, natural resources or a related field;
- Minimum of three (3) years' experience in stormwater programs or a related environmental, engineering or water resource field;
- GIS and GPS certifications and/or experience;
- Any equivalent combination of education, training, and/or experience that provides the required knowledge, skills, and abilities will be considered.

Knowledge, Skills, and Abilities:

- Understands modern principles, techniques and theories of stormwater management and control.
- Knowledge of the NPDES MS4 Permit and requirements including MCMs.
- Ability to interpret and apply federal, state and local laws, regulations and policies.
- Experience in analyzing spatial data in a municipal environment and translating client requirements into appropriate GIS reports and thematic maps.



- Knowledge of modern component-based GIS tools and methodology for municipal GIS use.
- Knowledge of Esri ArcGIS software and database formats.
- Basic knowledge of Esri ArcGIS Online and field mobility apps.
- Basic knowledge of SQL Databases.
- Excellent interpersonal skills with ability to communicate effectively, both verbally and in writing.
- Skilled in basic accounting functions.
- Basic knowledge of revenue accounts.
- Ability to deliver exceptional customer service to a diverse customer base.
- Ability and willingness to display a high level of respect and professionalism in the workplace at all times.
- Self-motivated with solid organizational skills.
- Ability to use independent judgment, multi-task, work within established deadlines, and prioritize daily workload.
- Intermediate to advanced PC skills in Microsoft Office products: Word, Excel, Publisher, and Access.
- Ability and willingness to learn new software programs as needed.
- Ability to resolve customer complaints in a calm, respectful, and positive manner.
- Ability to perform highly detailed work under pressure with frequent interruptions.
- Ability to interact effectively and appropriately with municipal officials, employees, vendors, other agencies, and the general public.
- Ability to work cooperatively as a team and willingness to cross-train with other team members.
- Ability to maintain confidential information and exercise considerable tact in the handling of sensitive matters.
- Ability to successfully complete any necessary training.
- Ability to perform all essential functions of the position.

Physical & Mental Requirements

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

While performing the duties of this job, the employee is frequently required to work at a computer for prolonged periods of time. Sufficient speech and hearing are needed to clearly convey and receive information to over the phone and in person. Must have sufficient vision to perform the essential functions of the job. While performing the duties of this job, the employee will regularly stand, sit, talk, walk, operate a motor vehicle, inspect documents, reach with hands and arms, as well as use hands to finger, handle or feel objects routinely used to perform job duties. The employee must regularly crouch, step up, and lift and/or move objects weighing up to 25 pounds independently, such as GPS equipment, water



sampling materials, office supplies, folders, and books. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks.

Mental Requirements:

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; observe, accurately interpret, and respond to highly sensitive and/or volatile situations and/or persons; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing and intensive deadlines; manage multiple concurrent tasks; work with constant interruptions; and interact in a calm, professional manner with staff, officials and the public. Has access to confidential documents requiring the application of appropriate judgment, discretion, and professional office protocols to ensure the integrity of sensitive information.

Has frequent contact with town officials, employees, the general public, contractors, vendors, and state agencies and representatives. Contacts are primarily in person, by email, telephone, and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion and in some cases confidentiality.

Work Environment

Administrative work is performance under typical open-office conditions. Field work includes required site visits to construction sites, roads, bridges, trails (formal and informal), woodlands, wetlands, and other natural features with uneven terrain and steep slopes in various weather conditions. Operates a motor vehicle, computer (hardware and software), tablets, survey grade GPS units, telephone, and other standard office equipment. Hazards are considered minor and controllable. The noise level is usually moderate.