

City of Martinsburg



JOB: STORMWATER PROGRAM COORDINATOR

DATE: 4/12/2019

PAY GRADE: 16

PAGE 1 OF 4

REPORTS TO: PUBLIC WORKS DIRECTOR

1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: STORMWATER PROGRAM COORDINATOR

- **PAY STAUS: NON-EXEMPT**

2. REQUIREMENTS:

	Education:	Bachelor's degree in environmental studies or related field, or any equivalent of combination of related education and/or two years' experience in stormwater program management.
	Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid West Virginia driver's license.
	Experience	Education and/or experience above or any equivalent combination of education and experience.
	Skills, Knowledge and Abilities:	<p>Knowledge of stormwater management programs and procedures.</p> <p>Knowledge of planning principles and code enforcement.</p> <p>Knowledge and ability to manage Stormwater Management Program databases including data entry, collection and reporting.</p> <p>Knowledge of computer programs with the ability to develop, prepare and present reports and recommendations to City staff, City Council, outside agencies and groups at public hearings and meetings.</p> <p>Ability to analyze and interpret the City stormwater ordinance(s) and regulations.</p> <p>Ability to work independently with little direction, including prioritization and management of tasks and schedules.</p> <p>Ability to effectively establish and maintain positive working relationships with City Officials, department heads, associates and the general public recognizing the role as a City representative.</p> <p>Ability to speak in public forums presenting a positive image of the City and its programs.</p> <p>Ability to manage and conduct environmental education programs for the public at public hearings, schools, conferences and workshops.</p> <p>Ability to adhere to a flexible schedule to accommodate meetings and activities related to position.</p>

City of Martinsburg



JOB: STORMWATER PROGRAM COORDINATOR

DATE: 4/12/2019

PAY GRADE: 16

PAGE 2 OF 4

**REPORTS TO: PUBLIC WORKS
DIRECTOR**

		<p>Ability to maintain confidentiality and handle related matters discreetly.</p> <p>Ability to supervise co-workers effectively.</p> <p>Ability to communicate ideas effectively both orally and in writing, with people on all levels and to understand and carry out verbal and written instructions.</p>	
Physical:	Body Positions:	<p>Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling.</p>	
	Body Movements:	<p>Must use hands to finger, handle, feel or operate objects, tools, or controls.</p> <p>Must be able to meet any required physical standards.</p> <p>Reach with hands and arms.</p> <p>Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds.</p> <p>Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.</p>	
	Body Senses	<p>Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.</p>	
Mental:	Language	<p>Ability to read, speak and write English. Ability to effectively communicate and project positive attitude.</p>	
	Supervision Exercised	<p>Supervises assigned crews and coordinates with other departments while managing the City stormwater program and assigned duties.</p>	
	Reasonable Accommodations	<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>	

City of Martinsburg



JOB: STORMWATER PROGRAM COORDINATOR

DATE: 4/12/2019

PAY GRADE: 16

PAGE 3 OF 4

REPORTS TO: PUBLIC WORKS DIRECTOR

3. TASKS and DUTIES OF JOB: General Definition: Under the direct supervision of the Public Works Director, performs supervisory tasks associated with planning, development and management of the Stormwater Management Program and the Public Works Department. In cooperation with the Public Works Director, the Stormwater Program Coordinator will perform tasks such as: develop and implement operations, policies and objectives for stormwater program including facility maintenance and inspection; develop practices and techniques for long and short term plans and maintain databases to result in producing required reports and records. Employee is required to use or operate motorized vehicles and equipment, including various types of surveying equipment, computers, computer programs, GIS programs and equipment, telephone, calculator, copy and fax machine. While performing the duties of this job, the employee works in an inside office setting as well as outside in weather conditions of all types. Employee must use all safety issued equipment properly in the performance of the duties of this position. Improper neglectful use of equipment adds a hazard to the job being performed. The employee may be exposed to fumes or air borne particles, toxic or caustic chemicals. Noise level in the work environment may be loud.

1	Maintains the required confidentiality of all work.
2	Performs supervisory tasks for the various needs of the Stormwater Management Program of the Public Works Department.
3	Assists the Public Works Director to manage Stormwater Management program.
4	Exercises independent judgment to make decisions regarding required adjustments to schedule and/or staffing assignments.
5	Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to the Director.
6	Any and all other duties assigned by the Public Works Director.

4. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with subordinates, co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work

City of Martinsburg



JOB: STORMWATER PROGRAM COORDINATOR	DATE: 4/12/2019
PAY GRADE: 16	
PAGE 4 OF 4	REPORTS TO: PUBLIC WORKS DIRECTOR

		independently.
	6	Has ability to multi task in changing situations, without undo stress or frustration.
	7	Practices quality employee/customer service/phone manner/public engagement.
	8	Accurate in duties as assigned.
	9	Prepares required reports accurately and timely.
	10	Strives to develop and maintain skills necessary to progress in the Stormwater Program Coordinator position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date