

ORGANIZATION: Rogue Valley Sewer Services
LOCATION: Central Point, Oregon
DEPARTMENT: Engineering
EXEMPT STATUS: Non-Exempt

DATE: January 2023

JOB TITLE: Stormwater Program Coordinator

PURPOSE OF POSITION: Rogue Valley Sewer Services holds an NPDES Phase II Stormwater Discharge Permit in partnership with the City of Talent, the City of Phoenix, and Jackson County. The purpose of this position is to ensure compliance with this permit.

ESSENTIAL JOB FUNCTIONS:

Job tasks and timelines are established by the NPDES Phase II Stormwater Permit issued by DEQ as well as the Stormwater Management Plan developed by RVSS. This work includes but is not limited to the following:

- Public Education and Outreach
 - Develop and distribute educational materials related to stormwater quality.
 - Organize and attend public events to deliver water quality messaging.
- Public Involvement and Participation
 - Coordinate with local government agencies, non-profit agencies, and other stakeholders to solicit input on stormwater program needs.
- Illicit Discharge Detection and Elimination
 - Develop and maintain accurate maps of storm drain collection systems and outfalls.
 - Conduct annual outfall inspections including water quality testing.
 - Respond to citizen reports of illicit discharges.
- Construction Site Runoff Control
 - Review construction site erosion control plans and issue erosion control permits
 - Conduct compliance inspections of permitted construction sites.
 - Conduct erosion control training for contractors, engineers, and municipal workers.
- Post-Construction Site Runoff for New Development and Redevelopment
 - Conduct routine inspections of stormwater quality facilities to ensure proper function.
- Pollution Prevention and Good Housekeeping for Municipal Operations
 - Coordinate with partner agencies to ensure municipal operations comply with permit requirements.
- Reporting
 - Annually review the Stormwater Management Plan and make recommendations for changes or improvements
 - Prepare and submit annual Municipal Separate Storm Sewer System (MS4) Permit report to DEQ
 - Prepare and submit annual 1200-C erosion control permit to DEQ
 - Provide quarterly updates to partner agencies on stormwater program activities
 - Provide annual Total Maximum Daily Load (TMDL) data to partner agencies for their submittal to DEQ.

AUXILIARY JOB FUNCTIONS:

- Assist with the identification and development of various capital improvements.
- Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

- Basic knowledge of civil construction, land use planning, and environmental education.
- Thorough knowledge of stormwater hydrology; environmental science, stormwater permit requirements, and processes.
- Excellent communication skills, both written and oral. Ability to effectively communicate with a broad spectrum of audiences, including the general public, construction contractors, public officials, and state and federal regulators.
- Strong organizational skills. Ability to simultaneously develop and manage multiple programs and activities.

ADDITIONAL JOB QUALIFICATIONS:

- Experience with development and implementation of stormwater permits.
- Experience with development and implementation of public education and outreach programs.
- Functional understanding of geographic information systems, particularly ArcPro.

CORE COMPETENCIES: RVSS has identified the following core competencies as essential for success in this position.

INTEGRITY: Must think and act ethically and honestly. Apply ethical standards of behavior to daily work activities. Take responsibility for your actions and foster a work environment where integrity is rewarded.

MISSION FOCUS: Must understand and support RVSS' mission and its core purpose for being. Believe in the mission, value it, and be committed to it. Communicate it to staff, stand behind it, and interpret its applications for others. Frequently refer to the mission and incorporate it into daily activities.

ORGANIZING AND PLANNING: Have strong organizing and planning skills that allow them to be highly productive and efficient. Manage time wisely, and effectively prioritize multiple competing tasks. Plus, organize, and actively manages meetings for maximum productivity.

FUNCTIONAL/TECHNICAL EXPERTISE: Be knowledgeable and skilled in a functional specialty. Add organizational value through unique expertise in a functional specialty area. Remain current in their area of expertise and serve as a resource in that area for the organization.

INDUSTRY KNOWLEDGE: Understand the general workings of the industry within which the organization functions. Monitor activities and trends within these arenas and maintain a current knowledge base. Use this knowledge to further the organization's goals.

INITIATIVE: Be proactive and take action without being prompted.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. Duties involve moving materials weighing up to 40 pounds regularly. Manual dexterity and coordination are required over 50% of the work period while operating field engineering equipment, computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: This work involves activity on construction sites and in streams. Approximately 30% of the work period may take place outdoors with exposure to all environmental conditions, hazards, and noise levels associated with construction sites. The remaining work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Position has lead worker authority to direct the work of a Stormwater Technician. May provide guidance and direction to field crews related to erosion control or stormwater management.

SUPERVISION RECEIVED: Works under the direct supervision of the District Engineer.