**CITY OF GREENFIELD INDIANA**

**POSITION DESCRIPTION**

**POSITION: Storm Water Coordinator**

**DEPARTMENT: Wastewater**

**WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F**

**JOB CATEGORY: PAT (Professional, Administrative, Technological)**

**DATE WRITTEN: March 2007 STATUS: Full-time**

**DATE REVISED: July 2025 FLSA STATUS: Non-exempt**

The individual serves as the Storm Water/MS4 Coordinator for the Wastewater Department in Greenfield. The qualifications outlined in this document reflect the knowledge, skills, and abilities required for the position.

The City of Greenfield provides reasonable accommodations to qualified employees and applicants with known disabilities, as needed to complete the application process or perform essential job functions, unless doing so would impose an undue hardship.

**PRIMARY DUTIES:**

* Responsible for developing, implementing, coordinating and administering the City of Greenfield Storm Water Quality Management Plan.
* Serves as the Flood Plan administrator, following all Federal. State and local guidelines.
* Responsible for overseeing the City’s efforts to comply with regulations and ordinances
* Responsible for overseeing construction sites for compliance with MS4 Requirements.
* Prepares and submit MS4 Program documents for reporting to Indiana Department of Environmental Management (IDEM).
* Assist with updating current Storm Water ordinances and technical standards to meet the 2021 MS4 General Permit requirements and applicable Floodplain requirements.
* Responsible for learning requirements related to the National Flood Insurance Program and implementing processes to keep Greenfield in the NFIP program.
* Responsible for handling residents’ complaints and mediating disputes related to Storm water/MS4/floodplain requirements
* Insures the Water Quality Characterization report as required by NPDES Permit.
* Assists in preparation of construction documents for Storm water utility improvements.
* Reviews the inspection all detention/retention ponds utilized for Storm Water quality best practices.
* Reviews plans, specifications and technical drainage reports for development projects and supervision of consultants in review of said calculations and ordinances.

**SECONDARY DUTIES:**

* Reviews plans and specifications and technical drainage reports for development projects.
* Close coordination with Engineering and Planning departments in a variety of private and public projects.
* Coordinates with Wastewater Utility Foreman to review Storm Water infrastructure needs and prioritizes capital improvement projects.
* Coordinates the implementation of the Storm Water Quality Management Plan.
* Prepares and submits customer record data for Storm Water Utility Billing department.
* Help to create public education programs to raise awareness about Storm Water issues, and Flood Plain and MS4 promote best practices.
* Engage with community groups to educate residents about Storm Water management.
* Gathers and prepares annual reports to regulating agencies
* Assist department head in preparation of Storm Water annual budget.
* Help to oversee the maintenance of Storm Water infrastructure, including Storm drains, retention ponds, and filtration systems.
* Responsible for providing MS4 training to the public and City employees. opportunities
* Collect and analyze data related to Storm Water quality and quality.
* Use data to identify trends and develop strategies for improvement.
* Oversees the enforcement of Storm Water ordinance.
* Responsible for calculating impervious areas and ERU’s for Utility Billing
* Help to implement water quality monitoring programs and assess the impact of Storm Water runoff on local water bodies.
* Annually evaluate MS4 performance and improvement opportunities in the six minimum controls.
* When spill occurs will recommend actions to mitigate environmental damage.
* Performs related duties as assigned.

**EDUCATION/EXPERIENCE REQUIREMENTS:**

* Must High School Diploma, or equivalency;
* 4 year college degree preferred but not necessary.
* Must have experience in Flood Plain management.
* Prior related work experience; or any equivalent combination of education, training and experience which provides necessary knowledge, skills and abilities.
* Ability to meet all hiring requirements, including possession of department required certifications and passage of a drug and alcohol test.
* Must obtain Storm Water MS4 (MS4CECI) certification within six months of employment within of employment Floodplain Administrator.
	+ Expected to begin and make substantial progress toward obtaining the Certified Inspector of Sediment and Erosion Control (CISEC) certification within the first six months, excluding the experience requirement.
	+ Flood Plain Certifications are recommended.
* Obtain experience in the management of Water resources.
* Oversee Storm Water Utility budget restraints and requirements.
* Possession of a valid Indiana driver’s license and demonstrated safe driving record.

**JOB REQUIREMENTS:**

* Maintains current knowledge of legislation regarding IDEM, IDNR and EPA. Periodically attends seminars to stay up to date on changes or future changes to the law.
* Responsible learning Environmental Protection Agency requirements and insuring that the City of Greenfield is meeting those requirements.
* Working knowledge of ArcGIS, Auto Cad, and Microsoft Office computer applications or ability to acquire aforementioned skills within 90 days of hire.
* Knowledge of Standard English grammar, spelling, and pronunciation, and ability to understand and prepare complex reports, plans, maps, applications, charts, and graphs.
* Ability to effectively communicate in a courteous and tactful manner with co-workers, other City departments, supervisors, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
* Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
* Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
* Ability to work alone with minimum supervision and with others in a team environment.
* Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.
* Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

## PERSONAL WORK RELATIONSHIPS:

* Individual maintains frequent contact with co-workers, other City departments, and the public for the purposes of exchanging and explaining information and interpreting and enforcing ordinances.
* Individual reports directly to Wastewater Manager, with indirect reporting responsibility to the City Engineer.

## PHYSICAL EFFORT AND WORK ENVIRONMENT:

* Individual performs duties outdoors and in the field, and periodically in a standard office environment, involving sitting/standing/walking for long periods, walking on uneven ground,
* Individual may be required to lifting/carrying equipment weighing under 50 pounds, close.
* Far vision, color/depth perception, hearing sounds/communication,
* Handling/grasping/fingering objects.
* Individual is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.
* The City will try to accommodate individuals with known disabilities to perform the job responsibilities, unless the accommodation would cause an undue hardship.

# APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Storm Water Coordinator for the Engineering Department and describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

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# Applicant/Employee signature Date

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Print or Type Name