**CITY OF GREENFIELD INDIANA**

**POSITION DESCRIPTION**

**POSITION: Storm Water Coordinator**

**DEPARTMENT: Engineering**

**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: June 2025 FLSA STATUS: Non-exempt**

Individual serves as Storm Water Coordinator for the Engineering Department, Greenfield provides reasonable accommodation to qualified employees The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

**PRIMARY DUTIES:**

* Responsible for developing, implementing, coordinating and administering the City of Greenfield Storm Water Quality Management Plan.
* Responsible for overseeing the City’s efforts to comply with regulations and ordinances
* Reviews site plans and issues site permits.
* Inspects 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.
* Prepares construction documents for storm water utility improvements.
* Inspects pretreatment processes, reviews procedures, and reports violations in accordance with IDEM regulations.

**SECONDARY DUTIES:**

* Assists GIS Administrator with mapping of storm watch utility improvements.
* Coordinates the implementation of the Storm Water Quality Management Plan.
* Prepares and submits customer record data for Storm Water Utility Billing department.
* Individual applies standardized department policies and procedures to individual cases for which desired results are clearly specified.
* Help to create public education programs to raise awareness about storm water issues and promote best practices.
* Engage with community groups to educate residents about storm water management.
* Assists Wastewater Utility Superintendent with Industrial Pretreatment program.
* Assist in preparation of annual budget.
* Help to oversee the maintenance of storm water infrastructure, including storm drains, retention ponds, and filtration systems.
* Coordinate repairs and upgrades as needed.
* Collect and analyze data related to storm water quality and quality.
* Use data to identify trends and develop strategies for improvement.
* Help to implement water quality monitoring programs and assess the impact of storm water runoff on local water bodies.
* 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.
* Prior related work experience; or any equivalent combination of education, training and experience which provides necessary knowledge, skills and abilities.
* Must be able to obtain storm water related certifications that elevate the employee to the status of a qualified storm water professional.
  + Recommend storm water certifications are Certified Erosion, Sediment and Storm water Inspector (CESSWI), Certified Professional in Erosion & Sediment Control (CPESC), and MS4 Compliance and Enforcement Certified Inspector (MS4CECI).
* A minimum of five (5) years’ experience in the management of water resources.
* Knowledge of sanitary or storm sewer design, drainage design, site design.
* Related construction experience preferred.
* Ability to meet all hiring requirements, including possession of department required certifications and passage of a drug and alcohol test.
* Possession of a valid Indiana driver’s license and demonstrated safe driving record.

**JOB REQUIREMENTS:**

* Working knowledge of ArcGIS, Auto Cad, and Microsoft Office computer applications or ability to acquire aforementioned skills within 90 days of hire.
* Working knowledge of Storm Water Regulations and MS4 Requirements and the ability to oversee a Storm Water Utility and related budget restraints and requirements.
* 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 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\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Applicant/Employee signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print or Type Name