

**POSITION DESCRIPTION  
COUNTY OF VANDERBURGH, INDIANA**

**POSITION:** Storm Water Coordinator  
**DEPARTMENT:** Cumulative Bridge  
**JOB CATEGORY:** PAT VI  
**SUPERVISOR:** County Engineer

Updated: October 2017  
Employee #113523

**SUMMARY**

The Storm Water Coordinator manages all aspects of the Municipal Separate Storm Sewer System (MS4) program to ensure compliance with National Pollutant Discharge Elimination System permits, Indiana Department of Environmental Management storm water regulations, local ordinances, and state laws concerning storm water. Responsibilities include, but are not limited to, organizing public education and participation activities, performing erosion and sediment control plan review and inspection, inspecting discharges into the storm sewer system or natural bodies of water, investigating drainage complaints, and monitoring county properties and facilities for storm water pollutant discharges.

**DUTIES AND ESSENTIAL FUNCTIONS**

Maintains all documentation required for the County's compliance with 327 IAC 15-13 and 327 IAC 15-5.

Documents all inspection, enforcement, maintenance and other activities. Prepares letters and inspection reports for compliance and enforcement purposes.

Reviews construction plans for erosion and sediment control, and inspects project sites to check for conformance with approved plans.

Responds to and investigates citizen inquiries regarding storm drainage concerns.

Develops and maintains maps of storm sewer system, outfalls, and waterways.

Develops and/or presents public education and outreach programs regarding storm water quality.

Develops and/or presents educational programs for contractors.

Develops and/or presents storm water training programs for County personnel.

Performs mapping and dry weather monitoring of MS4 structures in order to identify and eliminate illicit discharges and connections into the storm sewer system.

Develops post-construction best management practice database and performs periodic inspection of sites.

Checks for pollutant discharges in storm water.

Inspects county facilities to monitor sites for pollutant discharges.

Responsible for preparation of documents related to Indiana Department of Environmental Management (IDEM) audit. May also include presentations and/or inspecting county sites.

Performs related duties as assigned.

## **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Ability to effectively communicate, both verbally and in writing, with supervisors, co-workers, contractors, consultants, utility representatives and the general public.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose/prepare correspondence, forms and reports, type with speed and accuracy, and properly operate various office equipment, including computer, printer, telephone, fax machine, copier, and calculator.

Working knowledge of various computer applications, including word processors, spreadsheets, databases, email, and GIS.

Ability to use a variety of tools and equipment including digital camera, engineer's scale, surveying equipment, and water sampling and testing equipment.

Ability to prioritize, classify and analyze data.

Ability to maintain accurate records and to prepare detailed reports.

Ability to understand and follow oral and written instructions, and work alone and with others in a team environment.

Ability to multi-task and complete assignments effectively amidst frequent distractions and interruptions.

Thorough knowledge of and ability to make practical application of IDEM, EPA, and any other applicable storm water regulations.

Working knowledge of road and drainage construction, including the ability to read and interpret construction plans and drawings.

Working knowledge of drainage design and drainage calculations.

Ability to maintain comprehensive and current knowledge and awareness of applicable laws and

regulations; maintains awareness of new trends and advances in the profession; obtains and maintains professional affiliations; attends workshops and training sessions as appropriate.

Ability to exercise discretion in identifying and selecting from alternative courses of action.

Ability to provide guidance, assistance and interpretation regarding the application of procedures and standards to specific situations.

Ability to follow all personnel policies and rules of the organization.

Must pass pre-employment background check and drug and alcohol tests.

Incumbent performs duties within wide ranging yet specific ordinances and regulations established by Vanderburgh County and by the State of Indiana. Incumbent uses personal discretion and judgment to evaluate plans and site conditions and to recommend appropriate methods to comply with local and state regulations.

The incumbent must possess a mastery of the field plus ability to generate hypotheses or principles or to extend the accepted principles, theories, or concepts beyond their previously recognized skills.

Incumbent must possess specialized knowledge of pragmatic and theoretical principles and practices developed through on-the-job training and relevant experience typically after baccalaureate educations.

The complexity of the work is broad in scope and of great intricacy involving many complex and significant variables, or considerations which are new, either in basic character or in the circumstances or situations in which they occur.

The nature of instructions and guidelines for work is obscure, nonexistent, irrelevant, or contradictory for major parts of work. Creativity and ingenuity are needed to devise new approaches to deal with previously unsolved or novel problems.

## **RESPONSIBILITY**

General objectives and boundaries indicated. Problems during work raising questions about objectives and boundaries are discussed. Technical instruction neither sought nor needed. Decisions and recommendations (other than on individual cases) are reviewed for attainment of objectives and compliance with agency policy.

The incumbent will have extensive and consequential contribution involving support, development, or recommendations of major objectives, policies, programs, or practices.

## **EDUCATION. LICENSE. CERTIFICATION AND/OR TRAINING REQUIREMENTS**

Degree in environmental studies, or related field is desired.

A minimum of two years of directly related experience in storm water management or public works is required. Equivalent combination of education, training, and experience may also be considered.

Certifications related to storm water management and/or erosion and sediment control are preferred but not required.

Must have a valid driver's license and have the ability to legally operate a motor vehicle.

## **PERSONAL RELATIONSHIPS**

Incumbent works with departmental employees, independent contractors and consultants, utility representatives and the general public to disseminate information and coordinate work.

Incumbent coordinates with local agencies as necessary. This could include, but may not be limited to, the Evansville Water and Sewer Utility Department, the City Engineering Department of the City of Evansville, the Vanderburgh County Surveyor, the Vanderburgh County Highway Department, and the Soil and Water Conservation District.

## **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent works outdoors in a wide range of weather conditions and temperatures, and also performs duties indoors in an office environment. Outdoor work requires walking and moderate physical effort, typically involving some combination of stooping, kneeling, crouching and crawling, and may involve light to moderate lifting. Outdoor work also involves occasional exposure to fumes, dust, dirt, and occasional traffic hazards. Office work can involve sitting or standing for long periods of time, and close vision while operating a computer and other office equipment.

Incumbent occasionally works extended and/or evening hours, and occasionally travels out of town for training/meetings, sometimes overnight.