

WVSA POSITION DESCRIPTION

5/2/18

STORMWATER TECHNICIAN

The Stormwater Technician will work directly for the Manager of the Stormwater Division. This position works in a productive and efficient manner to assist in the administration of the WVSA Stormwater Management Program, assist the municipalities in the proper execution of their stormwater permits, when appropriate work with the Business office in the satisfaction of commercial or industrial appeals regarding stormwater billing. This individual will assist the GIS department in the development of regional mapping; assist the Division Manager in the oversight and inspection of newly constructed or existing BMPs (Best Management Practices). This individual may attend stormwater meetings in municipalities or with stake holders to describe or investigate WVSA stormwater billing details. This position may require coordination and direct communication with other WVSA departments, adherence to WVSA's personnel policies and safety regulations and assistance during emergency incidents at WVSA.

WVSA Conformance Statements

In the performance of their respective tasks and duties, the Stormwater Technician is expected to conform to the following:

Perform quality and professional work within deadlines with or without direct supervision.

Observe and Report on the status and condition of each assignment and provide information to the supervisor as necessary and as requested.

Skillfully interact with WVSA employees, municipal employees, suppliers, utility workers, other contractors and third parties hired by WVSA.

Work effectively as a team contributor and follow directions on all WVSA project assignments.

Report to, and take direction from, the Stormwater Division Manager and the Business Office Supervisors.

Position Purpose

This position will support, adhere and advance the full breath of the Wyoming Valley Sanitary Authority in providing the highest quality wastewater/storm treatment in a cost-effective, environmentally safe manner through the maintenance function of WVSA's operations. This position adheres to WVSA's management and safety protocols.

Responsibilities/Duties/Functions/Tasks

Essential Functions

Responsible for maintaining compliance with environmental permits held or administered by WVSA, including planning, directing and documenting stormwater activities.

Knowledge of various environmental regulations and guidelines such as MS4 Six minimum control measures.

Manage technical data

When appropriate, perform inspections of properties, facilities and construction projects for compliance with WVSA Rules and Regulations and acceptance of stormwater infrastructure.

Review Land Development Plans to check that proposed stormwater improvements meet WVSA Rules and Regulations.

Oversee regulatory compliance activities of the WVSA and coordinate with related compliance activities of the municipalities and County agencies.

Prepare periodic regulatory compliance reports and track progress at achieving regulatory compliance dates.

Maintain readiness for inspections and audits by the regulatory agencies, including audits of the municipalities.

Assist with coordination and oversight of WVSA stormwater operations and activities.

Interact with State, Federal and local regulatory agencies.

Coordinate with engineering and consulting firms.

Represent the Stormwater Division in meetings as directed.

Maintain regulatory and other environmental records.

Investigate and report environmental incidents and recommend mitigation.

Audit MS4 annual status reports developed by the municipalities.

Provide documentation to municipalities on MCM activities for inclusion in status reports.

Assist in the development of policies for municipal stormwater facility operation and maintenance.

Assist with the development and training programs for municipal staff to meet regulatory permit requirements.

Assist with the development of proper stormwater ordinances.

Review credit and appeal applications for accuracy and appropriateness to determine eligibility.

Assist Manager of the Stormwater Division on special projects as directed.

Work with computer programs such as Microsoft Office and ArcGIS. Asset Management knowledge preferred.

Knowledge of tools equipment, materials, methods and regulations used in stormwater.

High degree of organizational skills required.

Qualifications

EXPERIENCE AND EDUCATION

Experience with municipal public works, conservation district, soil science or engineering.

Minimum of five (5) years of relevant environmental experience.

Experience applying municipal asset management programs a plus.

Agreement and Acknowledgement to this Position

Employee Acknowledgement _____
Signature/Date

Approved:

Dept. Head _____

Date _____

Director _____

Date _____

Board _____

Date _____