



## CITY OF CAMARILLO

**Stormwater Assistant**

**Job Code: 817**

**FLSA: Non-Exempt**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Performs and/or coordinates a full range of complex administrative, technical and related duties in support of the city's stormwater quality management program including public education and outreach, report writing, sampling and monitoring, data gathering and management, and field inspection work; assists in ensuring City compliance with the Ventura County-wide Stormwater Quality Management Program and other stormwater quality regulatory requirements; and assists Stormwater Inspector with stormwater quality inspections of businesses and investigation of illicit discharges.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Performs and/or coordinates a full range of complex administrative, technical and related duties in support of the city's stormwater quality management program including public education and outreach, report writing, sampling and monitoring, data gathering and management, and field inspection work
2. Assists stormwater coordinator and inspector to ensure city compliance with the Ventura Countywide Stormwater Quality Management Program and other stormwater quality regulatory requirements.
3. Participates in various multi-agency subcommittees; assists with training and educational stormwater programs; confers with contractors, business owners and the general public in order to assist in the interpretation of regulations, requirements and restrictions that relate to stormwater.
4. Prepares and maintains a variety of records and files of investigations, inspections, and related stormwater reports.
5. Assists with the coordination and organization of community outreach events that assist in preventing water quality degradation resulting from surface run-off; conducts public outreach activities including brochure preparation and coordination with local schools regarding urban runoff pollution; assists with the preparation of educational material for residential areas, including but not limited to leaking autos, construction activities, etc.; educational material for activities that occur in general construction and industrial/commercial areas related to concrete washouts, washing of commercial vehicles, and general housekeeping at businesses.
6. Assists Stormwater Inspector with stormwater quality inspections of businesses and investigation of illicit discharges including issuance of citations and completing related reports and follow-up correspondence to ensure compliance; samples and tests stormwater and/or dry weather flows and related laboratory analysis as needed; logs and analyzes data and creates related reports.

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7. Maintains databases to track compliance with all aspects of the Stormwater NPDES permit for regulatory reporting purposes; analyzes collected data for accuracy, integrity and compliance.
8. Issues citations as required to enforce these ordinances and to ensure compliance with the NPDES stormwater permit; investigates and/or responds to citizen requests and complaints pertaining to stormwater issues, and determines appropriate corrective action.
9. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Office procedures, methods, and equipment including computers.  
Occupational hazards and standard safety practices.  
The Federal Clean Water Act and other legislation regulating stormwater discharges by municipalities.  
Best Management Practices for stormwater related discharges.  
Water sampling techniques and laboratory analytical methods.  
Principles of municipal administration and budget development.  
Basic accounting principles.  
A variety of computer software, including word processing, GIS, PowerPoint presentation, database and spreadsheet applications.

**Ability to:**

Operate modern office equipment, including computer equipment.  
Perform administrative and analytical work.  
Operate a motor vehicle safely.  
Applying principles, practices, methods and techniques of code violation investigation and enforcement.  
Researching, collecting, compiling and analyzing relevant data, legislation, developments and industry trends.  
Accurately collecting, maintaining and reporting data gathered for legal reporting requirements.  
Utilizing public relations techniques in responding to inquiries and complaints.  
Establishing and maintaining effective working relationships with a broad range of employees, agencies, and service providers.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree in environmental science, business/public administration, or a closely related field

**Experience:**

Three years of increasingly responsible administrative and analytical experience in stormwater quality management or similar environmental programs, preferably within a government environment

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.  
Successful completion of P.O.S.T. 832 P.C. course within six months of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites and locations; occasional exposure to inclement weather conditions and possible hazards at field locations.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to operate assigned vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.