



CITY OF CAMARILLO

Stormwater Program Manager

Job Code: 815

FLSA: 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

Plans, coordinates, implements, and oversees the City's stormwater quality management program; ensures City compliance with its federal and state mandated municipal National Pollutant Discharge Elimination System (NPDES) Stormwater Permit and other federal, state, and local regulations regarding stormwater and surface water quality; directs, coordinates, and monitors the work of assigned staff; and performs a variety of technical, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing staff assistance to City staff, various boards and committees, and outside agencies.

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. Plans, coordinates, implements, and oversees the City's stormwater quality management program and related programs, projects, and initiatives.
2. Participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; analyzes program requirements and prepares policy recommendations on various City functions and operations pertaining to stormwater regulations; makes necessary changes in procedures to meet regulatory requirements; ensures City-wide compliance with requirements; researches and interprets proposed environmental legislation, lawsuits, and actions by other municipalities for potential impact to City-wide programs and policies.
3. Coordinates assigned program activities with those of other City departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
4. Ensures that the City complies with Total Maximum Daily Load (TMDL) requirements; participates on various committees regarding TMDLs; reviews, comments, and prepares reports as necessary.
5. Represents the City in the Ventura Countywide Stormwater Quality Management Committee and various stormwater subcommittees; reviews, analyzes, and comments on various requirements, materials, and forms.
6. Meets with state and local regulatory agencies to negotiate permit and related stormwater quality requirements; attends and provides information at Regional Water Board meetings as well as Regional Board staff meetings and various stakeholders meetings; prepares technical reports, City Council agenda items, and presentations for City Council and Regional Board members on permit and related stormwater regulatory issues.

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7. Directs, assigns, and monitors the work of field inspection personnel and private contractors responsible for maintaining the storm drain system, inspecting construction sites, businesses, and industries, responding to illicit discharges, and other duties related to the stormwater program.
8. Prepares, administers, and monitors of assigned program budget(s) and fiscal activities; tracks expenditures; monitors current benefit assessment revenue and investigates other potential funding sources; prepares requests for proposals and purchase orders; administers service contracts for activities related to the program.
9. Maintains and updates various databases and filing and record keeping systems for assigned program area(s); participates in researching and collecting data and information for inclusion into database and record keeping systems; conducts surveys; produces reports from database; distributes requested information to appropriate parties in a timely manner including reports to regulatory agencies.
10. Prepares and applies stormwater quality conditions on all new development and redevelopment projects at initial review period and during plan check process to ensure stormwater runoff is addressed and mitigated; prepares and provides stormwater quality specifications for all City CIP projects.
11. Provides training and education programs for City staff as well as business, residential, educational, and development communities on stormwater quality mitigation/regulations including providing training session to City personnel, providing school presentations, speaking at various engagements, and organizing community outreach events; designs brochures and other educational material; writes press releases and public service announcements for local television and radio stations.
12. Tracks and monitors all post-construction treatment devices installed in the City; develops educational material regarding maintenance of the device and annual reminders to all owners of the devices; coordinates follow-up inspections and enforcement actions as needed; researches and reviews new methods and technologies for mitigating stormwater runoff.
13. Develops and maintains databases to track compliance stormwater NPDES permit for regulatory reporting purposes; analyzes collected data for accuracy, integrity, and compliance; prepares the City's stormwater permit annual and semi-annual reports.
14. Investigates and schedules response or responds to citizen requests and complaints pertaining to stormwater regulations; determines and implements corrective action; may issue notice of violations and/or citations as required to enforce stormwater regulations.
15. Investigates and implements appropriate actions in response to reports of illegal discharges that enter the storm drain system; coordinates with other agencies and obtains outside contractor assistance for necessary cleanup.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate.
17. 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:

- Operational characteristics, services, and activities of the stormwater quality management program and related programs, projects, and initiatives.
- Principles and practices of program development and administration.
- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Public administration principles and practices.
- Principles of lead supervision and training.
- Basic principles and practices of budget preparation and administration.
- Pertinent federal, state, and local laws, codes, and regulations including the federal clean water act and other legislation regulating stormwater discharges.
- Stormwater treatment technologies and practices.
- Basic environmental science principles.
- Recent developments, research methods, current literature, and sources of information related to assigned programs and service areas.
- Modern office procedures, methods, and equipment including computers and various software packages.
- Methods and techniques of effective technical, administrative, and financial record keeping, report preparation, and presentation.
- Principles of business letter writing.
- English usage, spelling, grammar, and punctuation.
- Methods and techniques used in customer service and public relations.
- Occupational hazards and standard safety practices associated with the area of work.

Ability to:

- Participate in planning, organizing, directing, coordinating, and evaluating the stormwater quality management program and related programs, projects, and initiatives.
- Perform responsible and difficult programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Participate in the development and administration of program goals, objectives and procedures.
- Establish and maintain various data collection, record keeping, tracking, filing, and reporting systems.
- Prepare clear and concise technical, administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Understand the organization and operation of the City, assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Stay abreast of changes to federal, state, local regulations affecting the program.
- Identify and respond to community and organizational issues, concerns, and needs.
- Research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues.
- Organize and prioritize timelines and project schedules in an effective and timely manner.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze emergency situations and implement an effect course of action.
- Apply principles, practices, methods, and techniques of code violation investigation and enforcement.
- Plan, schedule, and review the work and performance of assigned staff.
- Read and interpret engineering and public works plans, blueprints, specifications, and drawings.

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Operate and use modern office equipment including a computer and various software packages.
Utilize public relations techniques in responding to inquiries and complaints.
Effectively communicate stormwater regulations and direct procedures to be followed to varied audiences including City staff, development, residential, and business communities, and outside government agencies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional 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:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, environmental science, or a related field.

Experience:

Three years of experience performing general administrative and program coordination work in a similar type of program or technical area. Some supervisory experience is desirable.

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.

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Johnson & Associates