



City of Austell
Stormwater Program Manager
Job Description

Job Summary:

The Department of Public Works has an exceptional opportunity for an experienced, hands-on Stormwater Program Manager. This position is responsible for administering the City's stormwater program, including compliance with federal, state and city laws and regulations relating stormwater. Work includes planning, analysis, coordination and administration of stormwater program in compliance with federal and state regulations and guidance and management of the technical requirements established by the governing laws and standards. The position oversees field inspections required under the MS4 program, development of a replacement and repair program, public outreach and report writing, plan reviews, and Utility Fee Management and Compliance

Supervisory Controls:

Works under the immediate supervision of the Public Works Director, and/or Public Works Assistant Director. At times work must be coordinated with the Community Development Directors/Department in the implementation of the land disturbance and development processes, erosion and sediment control and technical development standards.

Essential Functions:

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Essential Functions/Major Responsibilities of the Position

- Implementation and administration of the City's NPDES, MS4 and Storm Water Utility Program;
- Prepares and maintains inspection, enforcement and compliance reports;
- Obtains required easements or permits for streets and storm drainages;
- Participate in the development and implementation of program goals, objectives, policies, procedures and priorities;
- Prepares engineering designs, specifications, costs and quantity estimates for Water, Storm and Sewer projects;
- Conducts site inspections of construction projects and discusses problems that may require project changes with affected crews or contractors; recommends methods of resolving unusual complex engineering problems related to storm water drainage, road construction and water and sewer;
- Outlines scope of work and prepare RFQ and RFP for stormwater projects;
- Creates reports using IworkQs software and Microsoft Excel based on inspections;
- Analyzes funding trends and stormwater project needs and develops an effective funding program, including research for and preparation of grant applications;

- Assists with public education and public participation programs relative to stormwater and pollution prevention;
- Oversees and assists as needed with erosion and sediment control inspections;
- Establishes and ensures completion of schedule for annual inventory and inspections of the city's stormwater management infrastructure, including documentation of inspections and preparation of necessary work orders for the public system;
- Conducts reviews of land disturbance plans for compliance with NPDES and Georgia Soil Water and Conservation District Erosion and Sedimentation Control Checklist and provides compliance comments;
- Attends monthly Cobb Soil and Water District meetings and represents the City;
- Coordinates with and assists Community Development in effective implementation of the city's development processes, to include technical plan review and advice;
- Oversees routine Stormwater Geographic Information Systems (GIS) data updates;
- Negotiate, administer, and monitor Stormwater related contracts.

Demonstrated skills in:

- Knowledge in local, state, and federal stormwater and environmental laws and regulations;
- Ability to oversee multiple assignments simultaneously, shift priorities when necessary, and meet firm deadlines;
- Ability to read and interpret site plans and specifications relating to Stormwater and erosion and sediment control;
- Establishing and maintaining cooperative working relationships with other staff, City officials, City departments, outside agencies, community organizations, and the general public;
- Ability to read and interpret documents such as safety rules, operation and maintenance instruction, procedure manuals and related documentation;
- Maintaining regulatory records and proper preparation and submission of reports;
- Responding to inquiries and providing customer service to the public.

Guideline:

Guidelines include generally accepted engineering practices, Federal (AASHTO), MUTCD, and GADOT standard specifications, Code of Ordinances, Stormwater Management Plan and State and Local statutes and regulations. These guidelines are general as well as clear and specific and may require some interpretation in application.

Education Requirements:

- Bachelor's degree from an accredited college or university in Environmental Sciences, Civil Engineering, Engineering, or closely related field; Master's Degree preferred;
- Three (3) years stormwater experience preferred;
- Georgia Soil and Water Conservation Commission certification and/or Federal Stormwater Management Certification desirable;
- Must have a valid State of Georgia driver's license;
- Or any acceptable equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities.

Working Conditions/Environmental Factors:

The employee works in both an outdoor and indoor office environment. In the outdoor environment, employee may be exposed to hot, cold or inclement weather, rough terrain, dust, dirt, noise and machinery with moving parts. The employee is also exposed to fumes or airborne particles, toxic or caustic substances, excessive noise, dampness, humidity and wildlife. Work is performed in an office environment most of the time.

Work is typically performed with the employee sitting, standing, bending, walking, crouching, crawling, or kneeling. The employee must occasionally lift light objects, climb ladders and use tools that require a moderate degree of dexterity.

Selection Guidelines:

This job description does not constitute an employment agreement between the City of Austell and the employee and is subject to change by the Austell Public Works as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

How to apply:

- Please complete an application in its entirety and return it to Human Resources.
 - ❖ 5000 Austell Powder-Springs Rd. Suite 220
Austell, GA 30106
(770) 944-4303