

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Storm Water Manager I
Division: Engineering
Department: Public Works

Effective Date: 1/19

GENERAL PURPOSE

Responsible for implementing and managing the County's Storm Water management program in compliance with County, State and Federal requirements.

SUPERVISION RECEIVED

Works under the general supervision of the County Engineer.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Understands, maintains, and implements the State of Utah General Permit for Discharges from small Municipal Separate Storm Sewer Systems (MS4s) for Summit County. Implements the Best Management Practices found in the State of Utah Urban and Suburban Storm Water Management Plan as it relates to the resources of Summit County.

Compile and present Annual Storm Water Report for the State of Utah DEQ. Oversee approval of all Storm Water Pollution Prevention Plans, oversee the Post Construction Runoff Control Plan database, and perform all required monitoring and inspections. Performs necessary GIS mapping to create and maintain the inventory of the outfalls within Summit County.

Maintains all documents regarding Illicit Discharge Detection & Elimination reports, Letters of Non-Compliance, Notices of Violations, Employee Training, County Water Fair Documentation, Notice of Intent (NOI) and Notice of Termination (NOT) documentation, Storm Water Pollution Prevention Plans (SWPPP), and Erosion Control and Best Management Practices (BMP) Plan Sets for all new construction projects built within the County.

Manages Storm Water compliance software used by the County.

Coordinates all Storm Water activities between County Departments and the State of Utah DEQ. Coordinates Storm Water Public Outreach programs and activities. Design County Storm Water improvement projects.

Provides and coordinates required Storm Water training for current and new county employees. Attends Storm Water Coalition meetings. Attends State of Utah USWAC meetings as needed.

Assists Owners and Operators with placement of their Erosion Control Plans and BMP Details for their Stormwater plan set.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or equivalent

AND

B. Two (2) years of responsible experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of State of Utah Stormwater permits, SWPPP, NOI/NOT, Erosion Control and BMP pertaining to Stormwater. Working knowledge of the State of Utah DEQ permitting requirements and reporting requirements, engineering standards and codes; technical and practical design of public works systems; complex mathematics functions, interpersonal communication skills; a variety of technical engineering equipment and drafting tools computer and engineering applications; political, legal and governmental processes affecting various engineering programs and projects management. Knowledge of Summit County operating and personnel policies and procedures.

Ability to communicate effectively verbally and in writing; read and interpret engineering plans and specifications; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must have specific knowledge of AutoCAD

Must have working knowledge of GIS

State recognized Storm Water inspector certification (i.e. Registered Storm Water Inspector)

Preference will be given for Professional Engineer (PE) Certificate.

4. Work Environment:

Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity required in the performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Intermittent exposure to stress as a result of human behavior, human error, work deadlines, and the demands of the multiple complex projects. Frequent travel in automobile or equipment required in job performance. Will work occasionally in an outdoor environment that includes mountainous terrain and in adverse weather conditions.

SUMMIT COUNTY JOB DESCRIPTION

Job Title: Storm Water Manager II

Effective Date: 1/19

Division: Engineering

Department: Public Works

GENERAL PURPOSE

Responsible for implementing and managing the County's Storm Water management program in compliance with County, State and Federal requirements.

SUPERVISION RECEIVED

Works under the general supervision of the County Engineer.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Understands, maintains, and implements the State of Utah General Permit for Discharges from small Municipal Separate Storm Sewer Systems (MS4s) for Summit County. Implements the Best Management Practices found in the State of Utah Urban and Suburban Storm Water Management Plan as it relates to the resources of Summit County.

Compile and present Annual Storm Water Report for the State of Utah DEQ. Oversee approval of all Storm Water Pollution Prevention Plans, oversee the Post Construction Runoff Control Plan database, and perform all required monitoring and inspections. Performs necessary GIS mapping to create and maintain the inventory of the outfalls within Summit County.

Maintains all documents regarding Illicit Discharge Detection & Elimination reports, Letters of Non-Compliance, Notices of Violations, Employee Training, County Water Fair Documentation, Notice of Intent (NOI) and Notice of Termination (NOT) documentation, Storm Water Pollution Prevention Plans (SWPPP), and Erosion Control and Best Management Practices (BMP) Plan Sets for all new construction projects built within the County.

Manages Storm Water compliance software used by the County.

Coordinates all Storm Water activities between County Departments and the State of Utah DEQ. Coordinates Storm Water Public Outreach programs and activities. Design County Storm Water improvement projects.

Provides and coordinates required Storm Water training for current and new county employees. Attends Storm Water Coalition meetings. Attends State of Utah USWAC meetings as needed.

Assists Owners and Operators with writing their SWPPP and NOI/NOT documents. Assist Owners and Operators with the design and placement of their Erosion Control Plans and BMP Details for their Stormwater plan set.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

5. Education and Experience:

D. Bachelor's degree from an accredited college in Civil Engineering, Hydrology & Water Management, Environmental Engineering or related field.

AND

E. Five (5) years of responsible experience performing above and related duties;

OR

F. An equivalent combination of education and experience. Education may be substituted for years of experience.

6. Required Knowledge, Skills, and Abilities:

Working knowledge of State of Utah Stormwater permits, SWPPP, NOI/NOT, Erosion Control and BMP pertaining to Stormwater. Working knowledge of the State of Utah DEQ permitting requirements and reporting requirements, engineering standards and codes; technical and practical design of public works systems; complex mathematics functions, interpersonal communication skills; a variety of technical engineering equipment and drafting tools computer and engineering applications; political, legal and governmental processes affecting various engineering programs and projects management. Knowledge of Summit County operating and personnel policies and procedures.

Ability to communicate effectively verbally and in writing; read and interpret engineering plans and specifications; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

7. Special Qualifications:

Must possess a valid Utah Driver's license.
Must have specific knowledge of AutoCAD

Must have working knowledge of GIS

State recognized Storm Water inspector certification (i.e. Registered Storm Water Inspector)

Preference will be given for Professional Engineer (PE) Certificate.

8. Work Environment:

Tasks require variety of physical activities, generally involving some muscular strain, such as walking, standing, stooping, sitting and reaching. Communicating, hearing and seeing required for completion of essential functions. Common eye, hand, finger, leg and foot dexterity required in the performance of essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Intermittent exposure to stress as a result of human behavior, human error, work deadlines, and the demands of the multiple complex projects. Frequent travel in automobile or equipment required in job performance. Will work occasionally in an outdoor environment that includes mountainous terrain and in adverse weather conditions.