

**Asotin County
Human Resources Department
P.O. Box 250
Asotin WA 99402**

JOB POSTING

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

DATE OF POSTING: January 15, 2023

CLOSING DATE: Open Until Filled

ANYONE WISHING TO BE CONSIDERED FOR THIS POSITION MUST SUBMIT THEIR APPLICATION TO THE **BOARD OF COUNTY COMMISSIONERS/HUMAN RESOURCES DEPARTMENT.**

FIRST CONSIDERATION WILL BE GIVEN TO REGULAR "FULL-TIME" OR REGULAR "PART-TIME" EMPLOYEES CURRENTLY WORKING FOR ASOTIN COUNTY.

POSITION TITLE: Regional Stormwater Program Coordinator
DEPARTMENT: Public Works
REPORTS TO: Public Works Director
RATE OF PAY: \$66,970.55 - \$77,833.88 per year (DOQ)
This is an "at-will" non-bargaining unit position and exempt from FLSA

SUMMARY: To plan, manage, supervise and coordinate the activities and operation of the To plan, manage, supervise and coordinate the activities and operation of the multi-jurisdictions stormwater programs, including implementation and administration of their NPDES Phase II Stormwater Management Programs as permitted through the Washington Department of Ecology; administration of design work and inspection of regional, commercial and residential storm facilities; development and implementation of public education programs regarding stormwater quality and pollution prevention; development and management of stormwater quality and drainage enforcement policies and procedures; investigation and resolution of stormwater quality and drainage complaints and inspection of private stormwater systems; coordination of stormwater utilities including construction, maintenance and capital improvement projects.

DUTIES AND RESPONSIBILITIES: See attached job description

In compliance with the Immigration Reform and Control Act of 1986, Asotin County will hire only United States citizens and aliens authorized to work in the United States. Documented evidence of identity and employment eligibility must be presented at time of hire.

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
DRUG FREE WORK PLACE
AMERICANS WITH DISABILITIES ACT
Persons requiring accommodation should advise us of that need.**

An Asotin County Job Application is Required. Drug test and Background check conducted

ASOTIN COUNTY JOB DESCRIPTION

POSITION TITLE: REGIONAL STORMWATER PROGRAM COORDINATOR

REPORTS TO: Public Works Director

BASIC PURPOSE

To plan, manage, supervise and coordinate the activities and operation of the Stormwater Management Programs for the Cities of Asotin and Clarkston, Washington and Asotin County, Washington under the supervision of the Asotin County Public Works Director.

NATURE OF WORK

To plan, manage, supervise and coordinate the activities and operation of the multi-jurisdictions stormwater programs, including implementation and administration of their NPDES Phase II Stormwater Management Programs as permitted through the Washington Department of Ecology; administration of design work and inspection of regional, commercial and residential storm facilities; development and implementation of public education programs regarding stormwater quality and pollution prevention; development and management of stormwater quality and drainage enforcement policies and procedures; investigation and resolution of stormwater quality and drainage complaints and inspection of private stormwater systems; coordination of stormwater utilities including construction, maintenance and capital improvement projects.

WORK ENVIRONMENT

Work is generally performed in an office environment, but requires travel to a variety of locations to perform field work in all weather conditions. Employee may be exposed to noise from basic office equipment operation, and occasionally construction equipment.

Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Work may also be performed in enclosed spaces.

SUPERVISION EXERCISED AND RECEIVED

Supervision will be exercised over temporary or fulltime technical staff working within the assigned areas of responsibility.

This position reports to the Asotin County Public Works Director who exercises supervision over all activities.

EXAMPLES OF DUTIES: (including but not limited to):

- Implement, administer and manage ordinances, policies and activities to comply with the Multi-Jurisdictional coverage under the Department of Ecology's Municipal Stormwater Permit.
- Plan, organize and coordinate the daily activities of the Stormwater Program; coordinate maintenance operations, stormwater fee accounting, accounts receivable, billings, design review, investigation, inspection, and stormwater quality programs related to public and private stormwater systems.
- Recommend, implement, oversee, and manage capital improvements and stormwater utility construction projects.

EXAMPLES OF DUTIES: (continued)

- Develop and maintain guidance documents on use of Best Management Practices (BMPs) for commercial and residential activities; manage education program regarding pollution prevention and use of BMPs.
- Assist in the Development, monitoring and control the program budget including involvement in management of stormwater utilities, assuring proper resources are available to fund capital improvement projects, maintenance, inspection, and stormwater quality operations.
- Coordinate and participate in the development and updating of short-range and long-range plans, including Capital Improvement Plans; manage the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with ordinances and policies, including design, calculations, and details of stormwater facilities.
- Assist in the development and review various engineering reports, feasibility studies, environmental documents, cost-of-service and rate studies and other deliverables.
- Prepare and present reports, recommendations and studies to staff, governing bodies, at public hearings and meetings and to private agencies and groups.
- Represent the Multi-Jurisdictions in meetings involving other municipal governments and state and federal agencies; serve as liaison with federal, state and other agencies with respect to regulations and programs involving stormwater pollution and stormwater and flooding issues.
- Develop and maintain communications with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanations regarding Multi-Jurisdiction stormwater activities and projects, and resolve disputes and conflicts as needed.
- Provide technical expertise and respond to complex questions; resolve conflicts and interpret various codes and ordinances; develop and revise procedures as needed.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of stormwater and environmental programs.
- Coordinate with other regional entities to facilitate efficient and consistent program management.
- Administer and coordinate stormwater permitting for construction and developments with respect to stormwater management, erosion and sedimentation control.
- Perform other related duties and responsibilities as required.

SELECTION CRITERIA

Knowledge

- Modern principles, techniques and theories of stormwater management and controls and stormwater system design.
- Operations, policies and objectives of stormwater and/or underground utility planning, and construction, code enforcement, facility maintenance and inspection.
- Technical knowledge of hydrology and hydraulics fields
- Comprehensive planning principles, practices, regulations and techniques, including development and updating long- and short-range plans.

SELECTION CRITERIA

Knowledge (continued)

- Effective methods of organizing and utilizing data, equipment, personnel and resources.
- Principles and practices of basic accounting and budgeting.
- Pertinent federal, state and local laws, codes and regulations.
- Basic GIS and mapping technologies.
- NPDES permit requirements

Ability

- Contract Management.
- Project Management.
- Supervisory skills
- Communicate effectively both orally and in writing.
- Plan, organize and schedule work.
- Analyze situations accurately and adopt an effective course of action.
- Initiate creative improvements, manage change and stimulate collaborative problem solving.
- Prepare and deliver written and oral presentations.
- Work independently with minimal direction.
- Demonstrate positive and effective interaction with diverse groups of individuals, and the public to accomplish goals.
- Interpret and apply federal, state and local policies, laws and regulations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate a computer including email and common programs used to perform work duties; motor vehicle; calculator; phone and various field monitoring equipment.

ESSENTIAL FUNCTIONS:

Ability to read, write, speak and comprehend the English language. Physical abilities required: standing, walking, sitting for extended periods of time, reaching, bending, stooping, kneeling, squatting, twisting, pulling and fingering.

EXPERIENCE, EDUCATION AND TRAINING

(Persons applying for a position of this class must have any combination of the following experience and training)

A four-year degree in engineering, environmental sciences, natural resources or related field; two years experience in stormwater programs or a related environmental, engineering, accounting or water resource field; or an equivalent combination that provides the required knowledge, skills and abilities. Must possess a valid driver's license.