



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Hydrologist</b>	<b>LAST UPDATED:</b>	11/06/2015
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Stormwater Manager	<b>FLSA DESIGNATION:</b>	Exempt

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**Summary:** Under the general supervision of the Stormwater Manager, the Hydrologist engages in professional-level hydrological and geological work to achieve permit compliance by developing, implementing, coordinating, and maintaining water shed protection programs that reduce stormwater pollutants to the maximum extent practicable. This includes monitoring, collecting and analyzing field data to strategize and prioritize education and enforcement programs.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Coordinates and conducts hydrological investigations and research studies or surveys specific to environmental issues and municipal government programs and services.
- Conducts illicit discharge detection and elimination (IDDE) inspections and investigations. This includes analyzing the data to determine and take appropriate action including education and enforcement.
- Trains support stormwater staff in collection of hydrological data and basic hydrological techniques.
- Collects, processes, analyzes and documents data and other artifacts required for permit compliance and enforcement.
- Develops and implements watershed and groundwater models.
- Assists in creating, implementing, enforcing and updating required Stormwater Discharge and Stormwater Feature Maintenance Ordinances.
- Develops, implements, and presents public education and public participation programs relative to stormwater quality.
- Performs regulatory research, site visits, inspections and report writing including compliance assessments of City of Frisco municipal facilities.
- Responds to complaints from the public.
- Collects and provide hydrology data to assist other programs including flood plain administration and drainage.
- Assists the Stormwater Manager in preparing and submitting annual reports to TCEQ.
- Assists in developing, implementing, administering and updating the Best Management Practices identified to meet the six Minimum Control Measures of the Stormwater Management Program (SWMP).
- Assists general public, contractors, developers, and engineers in search of general information pertaining to the Stormwater Management Program.
- Assists in inspecting industrial BMPs to ensure compliance. This includes home building and certain commercial and industrial operations.
- Assists in preparing a statement of work, specifications, drawing, reports, and recommendations for work to be performed by others.

- Assists in coordinating the development, implementation and maintenance of BMPs with City departments, outside governmental agencies, utility companies, private developers, businesses and citizens.
- Maintains and monitors stream gauges and water sampling devices.
- Assists in inspecting construction BMPs as needed for compliance.

**Other Important Duties:**

- Travels to attend or present training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of City policies and procedures.
- Knowledge of federal, state, local, and other applicable statutes, codes, standards, and regulations related to stormwater discharge.
- Knowledge of federal, state, and local regulations pertaining to environmental resources management, with emphasis on stormwater facilities.
- Knowledge of the basic principles of hydrology and hydraulics, non-point source pollution abatement, wetlands ecology, and natural resources management.
- Skill in selecting and maintaining the most effective BMPs to reduce stormwater pollutants. This shall include construction and post construction structural and nonstructural BMPs.
- Skill in coordinating and prioritizing multiple projects and assignments.
- Skill in public speaking with the ability to present public education programs.
- Skill in planning and implementing departmental procedures and objectives.
- Ability to complete assignments with little direct supervision.
- Ability to communicate clearly and concisely, both verbally and in writing about technical subjects to non-technical users in a manner in which they can easily understand.
- Ability to work under deadlines and stressful situations.
- Ability to resolve problems quickly and effectively.
- Ability to establish and maintain effective working relationships with other City staff.
- Ability to work successfully with diverse constituents.
- Ability to read plans and specifications to evaluate consistency with actual construction.
- Ability to adapt to changing techniques, technology, and regulatory requirements.
- Proficiency in the use of computers and related equipment, hardware and software.

**Preferred Education, Experience, and Certifications:**

- Bachelor's degree in Civil or Environmental Engineering, Geosciences, Hydrology, Environmental Sciences or related field and 'one year' hydrological or related field experience or equivalent combination of education and experience.
- 40-hour HAZWOPER certification preferred or the ability to obtain within one year of employment.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing, walking, bending, reaching, kneeling, lifting, climbing, heights, confined spaces depending on area of assignment.
- May be subject to exposure to extreme weather conditions, moving construction equipment, hazardous materials or chemicals, infectious diseases, air and water borne pathogens depending on area of assignment. This includes exposure to vegetation in areas not receiving regular maintenance.

- May be required to be able to lift up to 50 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, GPS data logger, calculator, fax machine, other standard office equipment, and special or technical equipment commonly utilized in area of assignment.

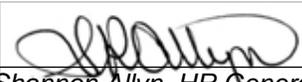
*Approved By:*

Signed by Perry Harts, Stormwater Manager

*Perry Harts, Stormwater Manager*

11/12/2015

*Date*



*Shannon Allyn, HR Generalist*

11/12/2015

*Date*