



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

<b>TITLE:</b>	<b>Stormwater Supervisor</b>	<b>LAST UPDATED:</b>	11/11/2014
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Stormwater Administrator	<b>FLSA DESIGNATION:</b>	Non-Exempt

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**Summary:** Under general supervision of the Stormwater Administrator, oversees the field operations of the Municipal Separate Storm Sewer System (MS4) which includes activities required for the MS4 permit compliance; maintenance and repair on the city stormwater collection system, drainage channels, creeks, and other drainage appurtenances. Responds to and investigates citizen inquiries. Also performs training on MS4 best management practices.

*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:

- Oversees and supervises crew leaders, equipment operators, and maintenance workers in MS4 maintenance activities.
- Plans, develops, coordinates, and prioritizes all MS4 field activities.
- Coordinates and prioritizes job orders, work assignments and construction projects with Crew Leaders, other departments and divisions.
- Monitors supplies and generates purchase orders and requests necessary to complete work orders and construction projects.
- Ensures work activities are properly documented into the work management system.
- Orders materials and equipment necessary for MS4 activities.
- Performs safety inspections of equipment and enforces safety rules and practices on the work site.
- Responds to inquiries and complaints from citizens, contractors, developers and other city departments.
- Provides on the job training or arranges for formal training for personnel as needed.
- Reviews plans, specifications, and blueprints to determine appropriate crew assignments, estimate materials, and monitors compliance with Federal, State and City regulations.
- Assists assigned staff with personnel issues including disciplinary action, approving time cards, time off requests, assigning training and issuing uniforms.
- Provides price quotes and submits department purchase order requests for materials and equipment as required.
- Inspects and inventories stormwater assets annually and updates stormwater improvements necessary for regulatory compliance.
- Field verifies GIS MS4 data and takes corrective action when necessary.

### Other Important Duties:

- Provides backup assistance, on-call coverage and support to other city departments as assigned.
- Travels to job sites and attends meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills:**

- Knowledge of MS4 best management practices inspection, repair, and maintenance practices and procedures.
- Knowledge of stream characteristics and illicit discharges.
- Knowledge of general construction practices and methods.
- Knowledge of basic heavy equipment and power tool operation and maintenance.
- Knowledge of occupational safety and health regulations and practices.
- Knowledge of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in reviewing plans and specifications to determine estimates of time, materials and equipment necessary to complete work orders and construction projects.
- Skill in planning, coordinating and implementing multiple maintenance, repair and construction projects.
- Skill in training, developing and motivating assigned staff.
- Skill in effectively supervising and delegating duties to assigned staff.
- Skill in resolving customer complaints and concerns.

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

- High School Diploma or G.E.D., **and** four (4) years construction, heavy equipment operation, MS4 permit compliance, erosion control or drainage experience, two (2) years of which is in a lead or supervisory role; **or** equivalent combination of education and experience.
- Must pass a pre-employment drug screen, criminal background, MVR check and/or post-offer physical agility exam.
- Must possess State of Texas Class B CDL.
- Preferred certifications include Certified Compliance Inspector of Stormwater or any certification from Envirocert International Inc.

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

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of climbing ladders, bending, reaching, kneeling or lifting such as when operating power tools and heavy equipment in the installation and repair of stormwater structures, drainage channels, and other related facilities.
- May be subject to exposure to extreme weather conditions, dust, hazardous chemicals and fumes, moving traffic and electrical shock common to municipal street, road, and drainage construction sites.
- Must be able to lift up to 25 pounds.

**Equipment and Tools Utilized:**

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, heavy equipment, power and hand tools, hand held GPS, and department vehicles.

*Approved By:*

Signed by Perry Harts, Stormwater Administrator  
*Perry Harts, Stormwater Administrator*

11/11/2014  
*Date*



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*Shannon Allyn, Human Resources Generalist*

11/11/2014

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*Date*