



City Of Columbus Job Description

Department: Engineering

Title: Engineer Technician (Stormwater Coordinator)

FLSA: Nonexempt

Salary: \$43,536-\$65,304

Supervised By: City Engineer

Supervises: None

Application Deadline: June 22, 2018

GENERAL SUMMARY:

- Under the direction of the City Engineer, responsible for....

Specific Duties of the Position:

- Manage the overall MS4 Program for the City, under the direction of the City Engineer
- Conduct inspections of MS4 owned and/or operated facilities, perform audits of the six minimum control measures required by the permit, review storm water quality management plans and storm water pollution prevention plans.
- Prepare stormwater technical reports, including inspections, audits, and enforcement referrals.
- Conduct stormwater educational programs to the general public, organizations, and the regulated community.
- Manage stormwater program activities and maintain tracking of compliance issues and permit milestones.
- Develop stormwater SOPs, technical resource documents, and other guidance.
- Submit stormwater reports to IDEM as required by permit, including annual reports
- Prepare and manage IDEM MS4 audit processes
- Review public and private proposed projects for compliance with Stormwater Management Ordinance, including regular inspections and reporting
- Prepare plans and bid documents for small stormwater/drainage projects
- Develop solutions for existing drainage issues throughout the City
- Coordinate and manage an in-house storm sewer maintenance program
- Other duties as assigned.

Education and Experience:

- High School degree or equivalent experience.
- Expertise in AutoCAD and Microsoft Office suite of products (preferred)
- Expertise in ESRI ArcMAP – creating and editing GIS data (preferred)
- Expertise in construction, construction standards, and stormwater best management practices
- CPESC or CESSWI or similar certification preferred.

Judgment:

- Applies established criteria to judge compliance with ordinances, permits, and state requirements.

Supervisory Responsibility:

- None

Relationships Responsibility:

- This position requires regular interaction with multiple city, county, and state agencies, developers, contractors, engineers, surveyors, and the public. Must maintain positive working relationships while firmly enforcing ordinances.

Working Conditions:

- Performs duties in office environment and in the field, involving sitting, walking, standing, and lifting/carrying objects weighing less than 50 pounds. Good communication skills are required.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person

DATE ADOPTED: May 23, 2018

REVIEWED AND APPROVED: May 29, 2018

FORMATTED: May 29, 2018