

**STORMWATER PLAN TECHNICIAN**

**JOB DEFINITION**

A highly responsible and skilled position that requires extensive knowledge in implementing all phases of the City's stormwater program. Requires knowledge, skills, and techniques in developing plans, programs and training. This position is under the direct supervision of the Public Works Director or an assigned supervisor.

**PRINCIPLE DUTIES**

Performs skilled technical, manual and administrative duties including, but not limited to, taking samples, pictures, conducting interviews and visiting various locations throughout the City and adjacent areas in accordance with the stormwater program. Principle duties are in conjunction with local, federal, state laws/codes, ordinances and department policy. Some examples are listed below:

- Develops and implements plans for detection and elimination of illicit discharges and connections.
- Maintains the stormwater maps and makes necessary revisions as needed.
- Coordinates all activities in conjunction with post development and new development as it may apply to the stormwater plan. Reviews all stormwater plans. Coordinates with protective service personnel for erosion and sedimentation control / land disturbing permits, flood zones, wetlands, storm drainage plan, local development plan and the "Development Regulation of the City of Cordele, Georgia".
- Evaluates applicable local ordinances and keeps abreast of pending and new legislation effecting stormwater management and other related items.
- Inspects and updates inventory of city and privately owned best management practices (BMP) facilities along with identifying and rectifying bmp problems.
- Assists with design of BMP's for city owned stormwater facilities
- Responsible for execution of maintenance agreements with owners other than the City.
- Coordinates stormwater management activities with watershed assessment report, revisions and other applicable reports or publications.
- Develops stormwater brochures and distributes to the public, media and other parties.
- Maintains all maps and records GPS information.
- Performs various GIS mapping activities including collecting and organizing source documents, digitizing features and linking documents and pictures.
- Develops written procedures, reports, schedules and information to City employees and conducts training for it.
- Maintains all records in a consistent and easily retrievable manner.
- Completes annual stormwater management plan report.
- Coordinates activities with State and Federal agencies.
- Applies, qualifies and maintains required certifications in the appropriate manner and time provided.
- Attends meetings, classes, training and seminars. May require out of town and/or overnight stays.
- Addresses various groups and organizations and conducts school classroom presentations regarding stormwater. Organizes and conducts citizen volunteer programs.
- Completes records of all sites visited, and notes adverse findings.
- Maintains a citywide surveillance for enforcement.
- Maintains vehicles and equipment used to perform duties in good working condition.
- Follows all established City and departmental safety rules, regulations and policies.
- Attends court proceedings, hearings and briefings.
- Other duties as assigned from time to time.

Initials: \_\_\_\_\_

**JOB QUALIFICATIONS**

- Must be at least 18 years of age
- Must have a high school diploma or equivalent along with one year of experience in stormwater, watershed management, water quality monitoring or a similar field. Certification is preferred. However, an equivalent combination of education, training and experience will be considered.
- Must have a working knowledge of State and local storm water regulations.
- Must be capable of reading, comprehending, and applying written materials as may be required, including codes, laws, publications, site plans, etc.
- Must have excellent oral and written communication skills, including spelling, grammar and math.
- Must successfully pass and maintain applicable certifications as may become available or required.
- Must be able to operate global positioning system (GPS), computer, digital camera and other equipment as may be required.
- Must be proficient in computer applications including word processing, spreadsheets, Power Point and similar software.
- Proficiency with AutoCad is highly desirable.
- Must, at times, perform arduous tasks under strenuous and adverse conditions.
- Must be able to work with little or no supervision.
- Must be able to work scheduled department hours with occasional overtime, if required.
- Must complete a City employment application.
- Must pass a background check including employment and personal references, criminal history, pre-employment drug screen, and MVR.
- Pass job related physical examination (see attached sheet for requirements).
- Must possess, or have the ability to obtain, a valid applicable Georgia driver's license with a clean driving record.
- Must be able to establish and maintain an effective working relationship with other employees, supervisors and the general public.

**DESIRED JOB CHARACTERISTICS**

- Dependable and punctual with an excellent attendance record.
- Neat and clean personal appearance.
- Knowledge of, or ability to easily learn, City street system, storm water system, physical layout and proximity areas.
- Self-starter.
- Self-motivated.

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**Signature**

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**Date**

**PHYSICAL DEMANDS & EXPOSURES  
FOR  
STORMWATER PLAN TECHNICIAN**

TOTAL NUMBER OF HOURS SPENT, OR COULD BE SPENT ON THE JOB IN THE FOLLOWING ACTIVITIES:

SITUATION	AT ONE TIME	ENTIRE WORK DAY
SITTING:	1 TO 2 HOURS	3 TO 4 HOURS
STANDING:	1 HOUR OR LESS	3 TO 4 HOUR
WALKING:	1 HOUR OR LESS	3 TO 4 HOUR

REPETITIVE USE OF HANDS:

DRIVING}

{OPERATION OF TOOLS & EQUIPMENT, OCCASIONAL

SITUATION	SIMPLE GRASPING	PUSHING / PULLING	FINE MANIPULATION
RIGHT:	YES	YES	YES
LEFT:	YES	YES	YES

REPETITIVE USE OF FEET:

{DRIVING, OPERATING, ETC.}

SITUATION	RESULTS
RIGHT:	YES
LEFT:	YES
BOTH:	YES

FREQUENCY OF THE FOLLOWING ACTIVITIES ON THE JOB:

LIFTING:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:	X		
16 TO 30 LBS.:	X		
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

CARRY:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:	X		
16 TO 30 LBS.:	X		
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

**PHYSICAL DEMANDS & EXPOSURES  
FOR  
STORMWATER TECHNICIAN**

SITUATION	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
BEND:		X	
SQUAT / CROUCH:		X	
CLIMB:	X		
TWIST / TURN		X	

PSYCHOLOGICAL DEMANDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
MENTAL STRESS:			X
WORKING W / OTHERS			X

**{DRIVING, OPERATION OF TOOLS & MACHINERY}**

AUDIO / VISUAL NEEDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
HEARING:			X
NEAR VISION:			X
FAR VISION:			X
PERIPHERAL VISION			X
DEPTH PERCEPTION			X
COLOR DISCRIMINATION *			X

**\* {ONLY AS APPLIES TO DRIVING A VEHICLE}**

EXPOSURE TO THE FOLLOWING:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
VIBRATION	X {TRUCK & TOOLS}		
UNPROTECTED HEIGHTS	X		
MOVING MACHINERY	X		
INCLEMENT WEATHER	X		
EXTREME HEAT	X		
DUST, FUMES, GASSES	X		
POLLEN, PLANT MATTER		X	
GRASSES		X	

Please sign and date below, acknowledging that you have read and understand the JOB DESCRIPTION and PHYSICAL DEMANDS AND EXPOSURES forms, and that you correctly answered the last question on page two (2) of the EMPLOYMENT APPLICATION form as related to this information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date