



OFFICE OF HUMAN RESOURCES
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JOB ANNOUNCEMENT TITLE: STORMWATER MANAGEMENT COORDINATOR

OPENING DATE: May 31, 2022

RECRUITMENT STATUS: In-house/Public

SALARY: Grade 5, \$28.42 – \$31.26 per hour

STATUS: Full Time

CLOSING DATE: June 30, 2022

ANNOUNCEMENT #: POS-136-22

DEPARTMENT: Stormwater Management

FLSA STATUS: Non-Exempt

At The City of Frederick, we value diversity and the respect, engagement and productivity in an inclusive environment produces. We seek to consistently improve internal and external customer satisfaction, innovate and expand capability of services, and be a government that practices equality, equity, and fairness. We invite you to bring your skills, abilities, and knowledge to The City of Frederick and be a valued addition to a workforce that we know is our greatest asset.

Frederick is a progressive, richly diverse, and authentically charming city. Recognized as one of the best places to live in Maryland, Frederick is surrounded by mountain views and centrally located about 45 miles north of Washington D.C. and 45 miles west of Baltimore, MD.

JOB SUMMARY:

This is a first line supervisory position in the Sewer Department. An employee in this position directs and coordinates activities of personnel engaged in installing, maintaining, repairing, servicing, enlarging, relocating, monitoring, and TVing storm water and wastewater facilities by performing the following duties personally or through subordinates. This employee is responsible for performing/coordinating duties and activities related to the City of Frederick's Stormwater Management Program to ensure compliance with City, County, State and Federal codes and requirements by performing the following duties personally and/or through coordinated efforts with others. This individual receives direct supervision from the Superintendent of Sewer and Storm Collections. The employee in this position is considered essential personnel and will be required to be able to respond to emergencies as needed throughout the Department of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, coordinates, and schedules work for assigned crews.
- Supervises the proper assignment, maintenance, and repair of equipment as needed.
- Performs, individually or through group activities, inspections and administrative tasks associated with the City of Frederick's MS4 Phase II Stormwater Discharge Permit's Minimum Control Measures.
- Performs and/or coordinates difficult, complex inspections of all Public and Private stormwater management Best Management Practices (BMPs), and all Publicly owned and maintained storm sewer within the City, to check status of maintenance and operational effectiveness and to ensure compliance with City, County, State and Federal codes and requirements of public and privately owned facilities.
- Determines maintenance and/or repair procedures and actions to be implemented to ensure the integrity and operational effectiveness of BMPs and storm sewers in compliance with City, County, State and Federal codes and requirements.
- Advises and/or issues Notices of Violations to homeowner association representatives, business owners, property managers, or residents of repair and maintenance issues of stormwater BMPs, and best methods available for repair and maintenance.
- Identifies and records locations, ownership, and contact information of stormwater BMPs and storm sewer systems within the City and assists in the updating the database and files of such records.
- Assists Engineering and GIS Departments with creating/updating site plans and maps of stormwater BMPs and storm drainage systems within the City.
- Assists Engineering Department with development and implementation of public education and awareness programs relating to the reduction and prevention of storm water runoff pollution.
- Performs and/or coordinates dry weather screenings of designated stormwater outfalls within the City. To include sampling, testing, monitoring, and reporting of storm water runoff, as may be required by City, County, State and Federal codes and requirements.
- Determines action to be taken in event of emergencies such as machine, equipment, power failure, flood, fire,

wind and snow.

- Supervises, instructs, trains, and ensures compliance with operating theory, practices, policies and safety standards.
- Orders materials and equipment used by the department to complete work.
- Assists with written evaluations and reviews results with subordinates being evaluated.
- Advises Superintendent on items needed for annual budget.
- Operates equipment, including but not limited to pickup trucks, dump trucks, crane trucks, backhoes, front end loader's; sewer cleaning and inspection equipment, air compressor, power mower, jack hammer, grouting equipment, assist with the installation and maintenance of flow monitoring equipment and TV inspections.
- Loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment.
- Cuts brush and weeds; spreads sand and salt on slick and hazardous roads.
- Performs maintenance work such as setting forms and inlets, curbs and gutters, repairs roads, did ditches, places brick and concrete.
- Performs first echelon maintenance on assigned vehicles and equipment.
- Performs preventative and routine maintenance on wastewater and storm water facilities.
- Locates and marks out the locations of the City's wastewater and storm water facilities.
- Responds to and addresses initial service calls received by the department and works to resolve the complaints.
- Establishes and maintains effective working relationships with City officials, co-workers, vendors, and the general public as well as employees of utilities and other agencies whose business is related to wastewater collections operation, construction and maintenance.
- Answers telephone and/r communicates information to vendors, other departments, and the general public. Must communicate in a courteous and effective manner.
- Sets up work zone and pedestrian controls, flags traffic as required.
- Plows snow and salts roads and walkways.
- Uses level and transit to obtain and/or establish grade, elevations, and alignments.
- Performs manual work and other duties required in DPW operations.
- Operates a vehicle on a regular basis, observing legal and defensive driving practices.
- Supervises shifts of emergency response personnel.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Assists with supervision of the employees in the Sewer and Stormwater Collections Department.
- Assists with the supervision responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

REQUIRED EDUCATION AND/OR EXPERIENCE:

- High school diploma or General Education Diploma (GED).
- Five (5) years of general construction experience relating to the examples of work listed with some experience in a responsible semiprofessional position with some supervisory responsibilities or other work experience in a related field.
- Background or work experience in plumbing, desirable.

REQUIRED CERTIFICATES AND/OR LICENSES:

- Class "B" Commercial Driver's License with Air Brake and Tanker endorsements in good standing or the ability to obtain within one (1) year of employment. The employee must maintain the license for the duration of their employment.
- State of Maryland Wastewater Class II Collection License or ability to obtain within one (1) year from employment.
- Maryland Department of Transportation Temporary Traffic Control Managers Certification.
- ATSSA's Flagger Training.
- Maryland Department of the Environment (MDE) Sediment and Erosion Control Responsible Personnel Certification.

REQUIRED SKILLS (Communication/Language; Mathematical; Computer; etc.):

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Proficient computer understanding of Microsoft Office (Word, Excel and Outlook) the ability to learn new software.
- Experience with heavy equipment.
- Experience with buried pipe and basic plumbing skills.
- General ability and knowledge to use computer or learn to use software programs.
- Ability to enter and work in confined space.

OTHER DESIRABLES:

- Experience with Main line jetting equipment.
- Advanced plumbing skills.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; work in confined spaces; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT/CONDITION: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; confined spaces, explosives, risk of radiation, and vibration. The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat. May be exposed to potentially infectious agents associated with sewerage. The noise level in the work environment is usually moderate.

Equal Opportunity Employer