



EMPLOYMENT OPPORTUNITY

Job Title: **Stormwater Administrator**
Salary Range: **Grade 24, \$43,969 - \$65,587 annually**
Status: **Full-time, non-exempt position**
Application Deadline: **Open until filled**

General Statement of Duties

Provides responsible technical and administrative work in planning, organizing and coordinating activities and programs, particularly those that are environmental in nature, including: assisting in preparing and submitting applications for NPDES (Stormwater); tracking associated regulatory requirements; promoting public education of stormwater and other issues; conducting stormwater illicit discharge investigations; and administering records. Responsible for administering and complying with the Town's State Stormwater permit and for the administration and compliance with the stormwater ordinances. Supervise and manage the daily activities of the stormwater maintenance staff. Subject to working in both inside and outside environments, in extreme hot and cold weather, and may be exposed to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, odors, dusts, mists and oils. Work requires both on-call and call-back responsibilities.

Distinguishing Features of the Class

An employee in this position takes the lead role in developing, administering and periodically updating the Town's stormwater management program as necessary to satisfy the required elements of the federally mandated Clean Water Act Phase II Stormwater rules. This responsibility would include submitting required NPDES permit applications as well as conducting the functions and controls approved under that permit to ensure continued compliance. The employee oversees stormwater system planning and maintenance, administering public education efforts, investigating stormwater illicit discharges and monitoring pollution prevention/housekeeping efforts as required under a Phase II NPDES Permit. In addition to the above, the responsibilities of this position would also include developing, administering and coordinating the Town-wide stormwater programs and making stormwater budget inputs to the Public Works Director. This position is also responsible for the completion of special stormwater projects along with the daily operation and maintenance of the town's stormwater system. Additional responsibilities include the managing and assigning daily work schedules for staff, completing performance evaluations and maintaining proper inventory levels for maintenance/repairs and emergency work. Additionally, this position performs tasks assigned by the Director in support of the Public Works department in general. Work is performed independently but under the general direction of the Public Works Director and performance is evaluated by review and observation of work; both in progress and at completion.

Duties and Responsibilities

Essential Duties and Tasks

Administers, designs and implements the Town Stormwater Management Program.

Coordinates and participates in the activities of citizen committees and staff involved in advising and recommending the scope of stormwater programs.

Reviews residential and commercial stormwater plans for compliance with the Town's Stormwater ordinance and prepares and issues permits as necessary.

Researches and prepares supporting documents as necessary to assist in reviews of programs, bringing recommendations before Town officials and the public as required.

Supervised the preparation and submission of Phase II NPDES permit applications and other permitting requirements as may be required, including CAMA Major, Minor or repair permits.

Designs and implements education programs for the Town's stormwater and Public Works department.

Observes and reports on pollution control activities in general and other housekeeping efforts by Town staff at Town facilities.

Assign and supervise the daily activities of the stormwater maintenance staff.

Provides budget recommendations to the Public Works Director and monitors expenditures in assigned areas to ensure they remain within approved budget limits.

Makes presentations and conducts training for Town staff, the Council and other groups.

Reports to and advises the Public Works Director, Town Manager, Council and other officials on various environmental and public works issues, particularly stormwater-related issues.

Recruitment and Selection Guidelines

General knowledge of principles, methods and practices of construction and maintenance, especially in relation to stormwater and other environmental projects.

General knowledge of local, state and federal policies, rules and regulations relating to stormwater.

Computer skills and working knowledge of office software, including Word, Excel, Power Point, Access and other data software.

Working knowledge of budgeting and purchasing regulations and activities.

Ability to coordinate public group activities and conduct educational activities.

Ability to maintain records via data files and spreadsheets and to prepare and present both written and oral reports and analyses.

Ability to maintain effective working relationships with Town staff, Town officials and the general public in addition to local, state and federal agencies.

Ability to read and interpret schematic drawings, maps and plans.

Ability to work independently and meet deadlines.

(Add ability to supervise, evaluate employees.

Physical Requirements

Must be able to perform the basic life functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds constantly.

Must possess the visual acuity to review written reports and records including mathematical calculations, operate a computer, analyze data and read maps, drawings and plans.

Desirable Education

Graduation from an accredited college or university with a bachelor of science degree with major course work in civil and/or environmental engineering or related fields and three years' work experience or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

How to Apply: Please submit a completed employment application, which can be found on the town's website, www.oakislandnc.com under the Job Opportunity page. Applications can be emailed, faxed, or mailed (see below)

Where to Apply: Town of Oak Island
Attn: Human Resources
4601 E. Oak Island Drive
Oak Island, NC 28465
Telephone: (910) 201-8014
Fax: (910) 278-9542
Email: dlasek@ci.oak-island.nc.us