



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Environmental Technician (Environmental Programs Specialist)	DEPARTMENT: Community Development
IMMEDIATE SUPERVISOR: Environmental Program Administrator	GRADE/RANK: Grade 14 FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Position is responsible for technical work in inspection and review of Erosion and Sediment Control and Stormwater management related projects to include the Municipal Separate Storm Sewer System (MS4) program and all aspects of maintaining accountability for the program through the Department of Environmental Quality (DEQ).

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Performs Erosion and Sediment Control and Stormwater management inspections;
- Assists with administration and enforcement of Erosion and Sediment Control (E&SC) and Stormwater Management Program (SWM) to include the MS4 program;
- Assists in plan review of E&SC/SWM construction plans;
- Inspects projects for conformity with approved plans and specifications;
- Assists with replies to inquiries on E&SC/SWM/MS4 programs and engineering information;
- Performs BMP/Outfall inspections in accordance with the MS4 program;
- Assists with BMP inspections/maintenance enforcement per MS4 program;
- Develops and implements age-appropriate school presentations targeting stormwater awareness per the MS4 Program;

- Develops and distribute educational brochures with MS4 program information;
- Assists in coordinating stormwater awareness events for the public with various City departments and local environmental advocacy groups;
- Updates Stormwater Awareness City's Facebook page for MS4 program;
- Compiles and maintain structural BMP database and map used to track BMP inspections and Maintenance;
- Updates and maintains all MS4 maps including BMPs, outfalls, impervious area, etc.;
- Assists in design of BMPs for MS4 programs;
- Performs inspections for driveway permits and;
- Performs other duties as assigned by the City Engineer.

DISTINGUISHING FEATURES OF THE POSITION:

Possession of valid driver's license with good driving record, and ability to work in adverse weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and accreditations required to enforce DEQ regulations as they pertain to the E&S/SWM and MS4 programs. Knowledge of City construction, development and MS4 program standards and knowledge of principles, practices, techniques, and equipment used in field engineering, and project inspection. Basic knowledge of CAD/GIS/mapping software, engineering mathematics and stormwater runoff hydrologic/hydraulic principles used in Stormwater plan design and review as well as concepts covered in Erosion and Sediment Control plan review. Basic understanding of word processing and spreadsheet software. Ability to work independently and as a team leader, handle multiple projects simultaneously, communicate and coordinate with multiple parties necessary to obtain project objectives, interpret plans and specifications, and ensure contractor conformance to plans as well as City standards as they relate to the MS4 program and public improvements. Excellent oral and written communication skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor of Science degree from an accredited college with major course work in Environmental Sciences or equivalent related field or any combination of education and experience equivalent. Experience with Microsoft Office, most notably Word, Outlook and Excel.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work requires the exertion of up to 50 pounds of force occasionally to lift and move objects. Work requires frequent bending, squatting, kneeling, climbing, and reaching above shoulders. Work requires occasional work in tight confines such as ditches, manholes, and vaults. Office work requires stooping, reaching, fingering, grasping and repetitive motions for keying information into computer and drawing/drafting work. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in

sound; visual acuity is required for preparing and analyzing written or computer data, and for reading blueprints, survey field notes, plans and specifications, operation of instruments, and for determining the accuracy and thoroughness of work, and observing general surroundings and activities. Vocal communication and hearing is required for expressing or exchanging information and instructions by means of the spoken word. The work is subject to adverse environmental conditions including extreme cold and extreme heat, noise, vibrations, hazards, etc.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SPECIAL REQUIREMENTS:

Possession of valid appropriate driver's license issued by the Commonwealth of Virginia and ability to obtain Erosion and Sediment Control and Stormwater Management Inspection and Plan Review certifications through DEQ asap or within at least one year from start date.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

EXAMPLES OF EXPECTED DECISION MAKING:

To determine if E&S/SWM and public improvements meet the intent of plans and specifications and/or appropriate codes. Confirmation of the location of right of way and SWM easements and determination as to if problems/issues are public or private responsibility.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Environmental Programs Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Engineer and Chief Human Resources Officer
Revised Date: February 2021