



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Environmental Program Administrator	DEPARTMENT: Community Development Department-Engineering Division
IMMEDIATE SUPERVISOR: City Engineer	GRADE/RANK: Grade 18
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs professional work involved with the review, construction, inspection and management of a variety of public and private infrastructure projects with a concentration on managing the City's Environmental programs associated with stormwater planning and erosion and sediment control. The employee exercises independent judgement in completing assigned tasks.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

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

- Assists in the technical coordination of design criteria, analysis, specifications, plans, investigations, cost estimates, tabulations of contract bids, contract payments and related matters;
- Inspects public infrastructure projects as it relates to environmental aspects;
- Manages the City's stormwater program and erosion control program including plan review and code enforcement and maintenance of databases and coordination with regulatory agencies;
- Reviews development plans for private development to ensure compliance with City and State standards;
- Interprets stormwater and erosion control sections of Title 13 of City Code and VESC (Erosion Control--9VAC25-840) and VSMP Regulations (Stormwater--9VAC25-870) and implementing required programs, inspections, and reporting;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Works with City Engineer and CFO to develop budgets and the Capital Investment Plan for the City Stormwater Fund;
- Provides technical assistance to parties planning land improvements and construction activities;
- Assists in the preparation of contract documents;
- Works with City Engineer to prepare cost estimates;
- Updates relevant City code sections as needed;
- Manages the Chesapeake Bay TMDL program as it relates to the City;
- Manages and prepares the annual report for the City's MS4 Program;
- Assists and tracks progress of city departments in meeting their MS4 Program requirements including submission of an annual report to the Department of Environmental Quality (DEQ);
- Tracks and enforces long-term maintenance of stormwater management facilities per VSMP and MS4 requirements;
- Prepares audit documentation for DEQ audits and VESC and VSMP program reviews;
- Performs final inspection of development sites for compliance with approved plans for issuance of occupancy permits; and
- Maintains list of proposed drainage projects and;
- Performs other duties as assigned by Director.

DISTINGUISHING FEATURES OF THE POSITION:

Possession of a valid driver's license with a good driving record. Occasional night and weekend work. May work in adverse weather conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of the Commonwealth of Virginia's Erosion Control and Stormwater Management Programs. Has knowledge of the principles and practices of stormwater management, erosion and sediment control, land use planning, and related areas and, has knowledge and skills in the use of field instruments and equipment. Has the ability to: plan projects and review related designs, assist with preparation of cost estimates and specifications; make comprehensive recommendations on project design problems and planning; work with developers/contractors to ensure compliance with the stormwater and E&S regulations; use independent judgement and work with little direct supervision as situations warrant; identify and address unauthorized discharges to the City's stormwater system; establish and maintain effective working relationships with employees, contractors, state officials and the general public; create and maintain electronic databases; communicate complete ideas effectively, orally and in writing and; to analyze and interpret complex information and develop detailed reports.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with some experience in water quality management, or 5 years of progressive experience in similar roles in stormwater planning and erosion and sediment control.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is a mix of generally light office and field work. On-site work requires the exertion of up to 50 pounds of force occasionally to lift and move objects. Work requires standing, walking and driving. Field work requires the ability to walk rough terrain associated with site construction operations. Work requires occasional work in tight confines such as ditches, manholes, and vaults. Vocal communication skills are required for exchanging information. Hearing is required to perceive information at normal spoken word levels. The position is occasionally subject to adverse weather conditions.

SPECIAL REQUIREMENTS:

- Certification as Dual Combined VESC and VSMP Administrator within one year of employment;
- Familiarity with MS4 regulations, stormwater BMPs, and current stormwater ordinance best practices;
- Possession of valid appropriate driver's license issued by the Commonwealth of Virginia.

ADA:

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

SUPERVISORY RESPONSIBILITIES:

In general, supervision and direction are exercised over subordinate technical and clerical personnel including evaluative input. As program administrator, supervision and direction is exercised over subordinate personnel concerning environmental program tasks.

EXAMPLES OF EXPECTED DECISION MAKING:

- Resolution of design and construction issues.
- Resolution of field conflicts.
- Evaluation of proposed new State regulations.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Environmental Program Administrator 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: Director of Community & Economic Development and Chief Human
Resources Officer

Revised Date: 2019