

## CITY OF LAKE ELSINORE

### ENGINEERING / NPDES COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications within the position.*

#### **DEFINITION:**

Under direction, supervises all functions related with the City's Clean Water/National Pollutant Discharge Elimination System (NPDES) Program and other engineering related activities. The NPDES Program includes inspections of creeks, construction sites, businesses, and private property; public education; development plan reviews; creek restoration, and maintenance activities.

#### **DISTINGUISHING CHARACTERISTICS:**

Performs routine duties according to established procedures and guidelines. Performs simple to difficult tasks related to the administration of the Program, including the inspection and investigation of grading, illegal dumping, and discharges. As experience and proficiency are gained, assignments become more varied and more difficult, and tasks are performed more independently.

#### **SUPERVISION RECEIVED/EXERCISED:**

Immediate supervision is provided by the City Engineer. Does not routinely supervise other staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Maintain and monitor the City's NPDES Program; assist in implementing new features of the Program as required by new regulations.
- Compile data, reports, forms, and information required to submit to State and other agencies, including preparation of annual report.
- Assist in reviewing work plans, study reports, and results with respect to Best Management Practices, watershed monitoring, and storm water system TMDL requirements/pending requirements.
- Interpret and disseminate NPDES program related information to staff and the general public.
- Prepare and maintain comprehensive program performance reports and other related reports such as bid documents, purchase orders, permits, and other related documentation.
- Work with environmental agencies, county health services, and other local government agencies.

- Monitor performance of Program in meeting requirements of NPDES permit from State.
- Assist in the periodic inspection of creeks for erosion, blockages, illegal dumping, and illegal discharge.
- Review creek and storm drain sampling procedures and results, and liaison with volunteer groups performing sampling.
- Assist in the investigation of illegal dumping in creeks and storm drains. Respond to complaints and requests for information.
- Coordinate public education and community activities related to Program.
- Assist in the inspection of businesses for storm water and material handling procedures for compliance with NPDES regulations.
- Monitor construction activities for compliance with the NPDES program permit requirements.
- Follow-up enforcement actions, which include deadlines and compliance with local codes and regulations.
- Assist in making presentations before the business community and local schools to promote the educational efforts of the NPDES program.
- Drive a motor vehicle in the performance of field work.
- Learn and observe appropriate safety precautions, rules, regulations, and practices.
- Perform related duties as assigned.

**PHYSICAL, MENTAL, ENVIRONMENTAL WORKING CONDITIONS:**

**Environment:** Assigned duties and responsibilities require both office and field work. Typical officework would consist of using personal computer and telephone, and filing documents. Field work may involve climbing up and down creek banks, traveling by foot within the creek bed, frequently using a hand held radio for communication purposes; working around traffic and exposure to noise, dust, grease, smoke, fumes, gases and traffic hazard; working in inclement weather conditions.

**Physical:** The work requires a combination of the following physical requirements depending upon a given task, on a given day: between 3 to 6 hours of sitting; up to 4 hours of standing, walking, bending, crouching, stooping, twisting, turning, grasping (firm), pinching, reaching forward and overhead; lifting and carrying computers and other office supplies/reference materials weighing up to 25 lbs.; pushing and pulling 10 lbs. or less; eye-hand coordination; driving; between 3 to 6 hours of verbal contact either face to face or on the phone (speech and hearing); sufficient vision to read small print, computer screens and printed documents.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for an NPDES Coordinator. A typical way of obtaining the required qualifications is to possess the equivalent of a four-year college degree in environmental engineering, environmental science, stream biology or appropriate scientific field, and one year experience performing sub-professional scientific work related to storm water management, NPDES storm water permit compliance/inspection or closely related experience.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license. Possession of a certification of the California Peace Officer Standard Training (POST) Penal Code 832 course, or ability to obtain such certification within 6 months of hire. Possession of, or ability to obtain, an Environmental Compliance Inspector Grade One (1) license within 6 months of hire is highly desirable.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Stream biology and storm water pollution regulations; safety hazards and appropriate precautions applicable to work assignments; operation of a personal computer; state and Federal regulations regarding stormwater and wastewater programs; and basic mathematics.

**Ability to:**

Effectively organize large volume of reports, documents and information; exercise independent judgment in carrying out projects and daily activities with minimal supervision; accurately observe situations, document, and report observations; prepare clear, concise, and accurate reports; prepare and maintain a variety of detailed and accurate reports, records, documentation, and files; understand and apply Federal, State, and local codes and regulations pertaining to the NPDES program; communicate effectively, orally, and in writing; meet deadlines and effectively schedule work activities; establish and maintain cooperative relationships with those contacted in the course of work by effectively interacting with the business community, government officials, and the general public; utilize personal computers and applicable computer software/programs, including Word, Access and Excel; operate a hand-held radio; work cooperatively with other departments and the general public; learn and comply with all appropriate safety precautions and practices.

**Skill to:**

Operate an office computer and a variety of word processing and software applications, including engineering and drafting programs.