

CITY OF CARSON
16518-164
Class Specification

City Council Reso. No: 21-

Bargaining Unit: Prof. Assn.
FLSA: Exempt

SUSTAINABILITY ADMINISTRATOR—NON-POTABLE WATER/STORMWATER ENGINEER

Job Summary:

Under general supervision in the Engineering Division, serves as the technical expert for the city's stormwater and environmental compliance. Develops developing planning and design documents, including strategic plans and objectives to meet current, developing and future regulatory requirements associated with local, state, and federal environmental regulations related to non-potable storm-water including but not limited to the city's MS4 and the NPDES Program.

Performs professional program and project management duties. Develops, implements, manages and coordinates non-potable storm-water projects and the city's inspection program for the city's MS4 program as well as City facilities. Works with outside regional, state, and federal agencies, as required. Provides direction to various customers, City staff and the general public regarding non-potable water related projects and issues. The Stormwater Engineer is responsible for designing solutions to complex stormwater management problems.

Essential Duties and Responsibilities:

1. Prepares plans; collects, analyzes and reports data, assess operations and processes for compliance.
2. Plans, directs and coordinates the activities of City non-potable storm-water programs, Develops, coordinates and implements comprehensive Citywide policies and plans.
- 2.3. Engineer should have experience with, for and/or at public agencies, cities and/or counties.
- 3.4. Acts as an expert and advises the Department and City leadership on stormwater and environmental issues; monitors federal, State, regional, County stormwater and environmental legislation; advises staff in resolving complex or technical issues, supports other City Committees, Commissions and City Council on stormwater and Environmental Matters.
- 4.5. Interfaces and communicates with stormwater and environmental organizations, utility agencies, public service providers, non-profit partners, City Council and City Commissions, City personnel, developers, contractors, businesses and property owners, engineers, planners and the public.
- 5.6. Maintains expert knowledge of stormwater and environmental programs and systems, hydrology, hydraulic and watershed principles and practices, research methods, codes, regulations, ordinances, management principles, and applicable laws.
- 6.7. Coordinates and reviews federal, state and local funding sources; writes grants and monitors grant-administered programs to ensure contract compliance.
- 7.8. Reviews and/or prepares written communication, makes presentations as requested to the City Council, private and public organizations, boards and commissions, outside agencies, and city management staff.
- 8.9. Evaluate capital project designs for sustainability stormwater impacts, perform audits, identify project and funding requirements, prepare work scope and contract documents, review as-built drawings, and O&M manuals, assure system commissioning, and develop design standards;

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- 9.10. Develop budgets and forecasts, monitor and analyze costs/, recommend approaches, strategies, and investigate innovative, new and proven technologies;
- 10.11. Ensure that all available rebates and/or grants are pursued to facilitate the reduction of operating costs;
- 11.12. Identify conservation opportunities and create a plan taking into account city staff activities, system interaction, utility rate structure, equipment life expectancy, maintenance, impact on building operation and relative payback;
- 12.13. Interact with local utility companies and various regional, state and federal agencies to stay abreast of current trends and approaches for planning, design and construction;
- 13.14. Develop specific proposals for the city's stormwater program and to meet the city's permit requirements to meet conservation needs
- 14.15. Plan and direct project management activities for a variety of conservation stormwater projects
- 15.16. Develop informational materials, including website, related to sustainability stormwater for City employees, residents and the general public.
- 16.17. Oversee the coordination of staff education and training related to the NPDES program and other environmental programs, and ensures compliance with Federal and State mandated regulations and standards as they are updated or changed.
- 17.18. Perform inspections to assess compliance with local, state, and federal water quality regulations and permits
- 18.19. Investigates complaints of potential violations of stormwater and/or water quality regulations to determine the nature, source, and extent of the problem; prepares reports to summarize findings and next steps
- 20. Manage surface water runoff, designing green infrastructure, and reviewing all proposed private development to ensure compliance with the requirements of State, Regional, and County Water Boards
- 21. Writes contract for the Operations and Maintenance of city's stormwater capture facilities, maintains and monitors data and log.
- 19.22. Assist with the implementation of Best Management Practices (BMPs) to ensure proper stormwater runoff, develops BMP monitoring and enforcement databases
- 20.23. Perform sampling and testing, and analyzes and interprets data from non-potable stormwater water sources
- 21.24. Perform technical stormwater engineering duties, including but not limited to hydrology, hydraulics and water shed management in the design and construction of Public Works engineering projects.
- 22.25. Other duties as assigned

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Hydrology

Hydraulics

Modeling

GIS

Hydrology, Hydraulics, Modeling, GIS, AutoCAD and

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Watershed Management

Education and/or Experience:

Bachelor's degree in civil engineering or related field and four years' experience in Sustainability/Environmental/stormwater related projects and programs, or and progressively responsible experience in managing complex or and technical Environmental/stormwater programs. Recent, related work experience in a municipal environment is desirable.

Knowledge of:

- Principles, practices, and techniques of public administration with an emphasis in sustainability/stormwater designs, projects, programs and policy.
- Applicable federal, state and local laws and regulations related to stormwater and the environment and sustainability.
- Quantitative research and management analysis techniques, with an emphasis in excel and database management.
- Budget development and administration.
- Research methods
- Project management methods and techniques.
- Technical design and application of sustainability measures/stormwater technologies and industry practices used in retrofits in planning, design and new construction.
- Concepts and principles of sustainability—stormwater related to facilities and infrastructure.
- Technical issues related to non-potable/stormwater water.
- Applicable federal, state and local laws, codes and regulations.
- Knowledge of the priniciples, procedures, standards, trends and information sources in the field of non-potable/stormwater water.
- Application of ordinances, legislation, policies standards, procedures, and historical practices associated with non-potable/stormwater water resources management.
- Federal, State, and local regulation pertaining, but not limited to guidelines and requirements of CEQA, NPDES, Clean Water Act, and stormwater pollution prevention plans as they apply to cities.

Skill and Ability to:

- Ability to manage multiple priorities and projects.
- Ability to work on a team, build coalitions, and communicate effectively with a diverse community.
- Interpret and apply policies, rules, and regulations.
- Perform complex policy analysis and research.
- Prepare and present clear, concise and comprehensive written and oral reports and recommendations.
- Work independently and collaboratively to resolve issues and reach consensus.
- Establish and maintain effective and cooperative working relationships with City employees, various businesses, community groups and agencies, and the general public.

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- Perform hydraulic, hydrology and watershed management calculations
- Conduct analytical, statistical and financial research and make recommendations.
- Organize, analyze, and graphically represent data using technical software applications.
- Read and interpret plans
- Work with county and regional level entities and understand and apply their rules and regulations.
- Review documents and operational procedures; interpret, identify, explain and problem solve issues and recommend corrective action.

License and Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program. Possession of a Certificate of registration as a Professional Civil Engineer (PE) in the State of California is required.

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Physical Requirements and Working Conditions:

Positions in this class normally:

- Require to meet approved minimal physical and medical standards.
- Require vision (which may be corrected) to read small print.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside and outside environmental conditions.
- May be required to use city or personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- These functions are representative and may not be present in all position in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.

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