



**Job Title:** Stormwater Coordinator  
**Department:** Stormwater  
**Reports To:** Water Quality Superintendent  
**FLSA Status:** Non-exempt  
**Prepared Date:** September 27, 2023

#### **SUMMARY:**

The Stormwater Coordinator is responsible for the coordination, monitoring and implementation of the Town's Stormwater Utility Program. This includes all town-owned stormwater permits and the Town's Municipal Separate Storm Sewer System (MS4) Permit with an emphasis on the MS4 General Permit's Six Minimum Control Measures, Flow Restoration Plan and Phosphorus Control Plan projects. The position encompasses both technical and community work, and it supports the Town's environmental and infrastructure goals.

#### **ESSENTIAL FUNTIONS:**

- Coordinate and review compliance with the six minimum measures of the MS4 permit and prepare and submit annual reports and permit applications.
- Oversee the implementation and administration of the Ordinance Regulating the Use of Public and Private Stormwater Systems and associated compliance mechanisms. including creation and revision of necessary forms, workflow processes and record keeping.
- Develop, standardize, and recommend procedures and methods to improve and continuously monitor the efficiency and effectiveness of the Stormwater Utility Program, service delivery methods, and procedures.
- Coordinate the implementation and administration of the Credit Manual for Stormwater Fees and Technical Standards for Stormwater Upgrades.
- Coordinate and review compliance with all town-owned stormwater permits including the new 9050 permit requirements.
- Meet with design engineers, contractors, landscapers, and residents regarding administration, and provide technical assistance as needed, for the MS4 permit and Towns Stormwater Program.
- Provide resolutions and technical guidance in response to customer service requests related to drainage issues.

- Work closely with Stormwater permit holders including neighborhood and condominium associations.
- Assist with the development and administration of the program operating budget and periodically review and make recommendations regarding the adjustment of stormwater user fee rate to match anticipated expenditures.
- Responsible for submitting applications for stormwater-related grant programs.
- Review and assist with determinations regarding stormwater fee appeals and credit applications.
- In consultation with the Water Quality Superintendent, responsible for the coordination and monitoring of stormwater infrastructure related activities (construction and post-construction), including:
  - Reviewing plans.
  - Scheduling and performing inspections.
  - Investigating violations.
  - Prioritizing and scheduling repairs.
  - Inspecting, documenting and reporting on the condition of stormwater assets.
  - Developing capital plans.
  - Coordination and management of capital construction activities related to stormwater infrastructure.

#### **DUTIES AND RESPONSIBILITIES:**

- Work closely with engineers, consultants, and contractors.
- Identify needs and opportunities for outreach materials and public involvement programs including the maintenance of a website and social media presence.
- Represent the Town in a courteous and professional manner at all times.
- Represent the Town at relevant public forums.
- Staff the Shelburne Natural Resources Committee.
- Inspect and maintain stormwater facilities.
- Maintain awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks.
- Prepare, submit, and present reports to the Water Quality Superintendent, Town Manager and Selectboard.
- May manage the GIS and asset management framework for Stormwater infrastructure.
- May supervise Stormwater/GIS Technician interns.
- Maintain accurate records and files.
- Perform other duties as required.

#### **SUPERVISORY RESPONSIBILITIES**

This position assists with supervision of contractors involved with stormwater work.

#### **EXCELLENCE IN THIS ORGANIZATION:**

At the Town of Shelburne, we are committed to delivering excellence by exceeding our residents' expectations and continuously improving. We foster a culture of accountability, transparency, and collaboration, valuing the contributions of every team member. We take pride in our work and hold ourselves and each other to the highest standards of performance and integrity.

## **POSITION REQUIREMENTS:**

Education: Bachelor's degree from an accredited educational institution in Environmental Science, Ecology, Biology, Hydrology, and/or Engineering with a minimum of four years of experience in stormwater management and ecosystem improvements; or an equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for the position.

Experience:

- Experience with utilities/roadway infrastructure in the public or private sector is preferred.
- Minimum of two years' experience with use of GIS software for utility mapping and asset management or related experience preferred.
- Technical and practical knowledge of the materials, methods, and techniques relative to stormwater design, construction and management.
- Ability to plan, assign and assist with the supervision of stormwater-related work of Town employees and contractors.
- Ability to interact positively and maintain effective public relations.
- Knowledge of financing and administration.
- Excellent written and oral communication skills and proficiency with computer programs including AutoCAD, ArcGIS, Microsoft Excel and Word, Hydro Cad and Access.
- Must possess and maintain a valid driver's license.

## **WORKING CONDITIONS:**

Work is performed primarily in both an office environment and outdoor environment. Indoor conditions include moderate noise levels, controlled temperature conditions, sitting for extended periods of time, using a computer and other office equipment. Outdoor field work can be in inclement weather and/or conditions associated with construction sites and stormwater treatment practice inspections. Field work can vary from heavy traffic areas to off-road sites.

### **Physical Demands**

Physical demands for this position can vary depending on the specific role and tasks involved, but generally, the physical demands are low to moderate. Employees in the position walk, bend, stoop, kneel, reach and climb to perform work and inspect work sites. Some common physical demands for this position include:

- Sitting/standing at a desk or computer workstation for extended periods of time;
- Using a computer, phone, or other office equipment for extended periods of time;
- Walking on uneven terrain associated with construction sites and remote stormwater inspections;
- Must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Please note: This is not an all-encompassing statement of this position's responsibilities. While it attempts to be comprehensive, new responsibilities may be assigned to this position at any time.*