CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **NPDES Coordinator** **UNION:231**
SG:4
FLSA:N
DEPARTMENT: **Public Works - Natural Resources** **EEO4CODE:PR**

JOB SUMMARY:

Coordinates the City's National Pollution Discharge Elimination System (NPDES), Western Washington Phase II Municipal Stormwater permit and Stormwater Management Programs (SWMP). Develops, implements, evaluates, supports and reports on multiple aspects of permit areas, including: stormwater and watershed planning and prioritization; public involvement and participation; public education and outreach; illicit discharge detection and elimination; controlling runoff from new development, redevelopment, and construction sites; pollution prevention; operation and maintenance for municipal operations; local source control and annual reporting requirements.

Performs highly technical professional work requiring significant interaction with other City departments and divisions, local jurisdictions and state agencies. Additional responsibilities include water quality monitoring, performing technical inspections of facilities to ensure compliance with the NPDES permit, and reviewing, updating and monitoring operations and maintenance of the City's stormwater management facilities. Ensures coordination within and between the City's Surface and Stormwater Management programs to protect and restore the physical, chemical, and biotic integrity of the water resources, promote ecologically sound stormwater practices, and foster healthy watershed stewardship.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Natural Resources Surface and Storm Water Utility Manager. Works under general supervision and the guidance of City and departmental policies and procedures and applicable local, state, and federal regulations, permits, policies, guidelines, and stormwater engineering standards. Maintains close working relationships with other City employees and officials. Supervises other staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Coordinates, implements, supports, tracks, evaluates, inspects and reports on the City's NDPES Phase II Municipal Stormwater Permit. Develops, recommends, plans and implements related stormwater management programs and compliance activities including, but not limited to, permit renewal, annual reporting requirements and plan updates to ensure permit requirements are met. Researches, analyzes, interprets, and reports data for program development, project implementation, effectiveness monitoring and reporting requirements.

2. Interprets new permit requirements, plans and develops programming and standards and coordinates with other City employees, departments, divisions, outside agencies and adjacent jurisdictions to successfully comply with the permit.

3. Serves as project lead on stormwater management compliance projects. Researches, develops, designs, monitors and coordinates project priorities, timelines and deliverables. Provides

tracking of the various elements of projects. Coordinates development and review of contracted work by preparing requests for proposals, bids, work orders and contracts. Troubleshoots with other City departments and contractors to revise project plans and timelines when issues arise. Refers more complex project staffing and budgetary issues to management staff.

4. Serves as a resource for other City departments and divisions by providing technical and professional level direction and guidance related to surface water management, regulations, design and maintenance.

5. Develops and maintains record keeping systems and databases. Creates customized reports from various databases and applications using multiple delivery methods.

6. Develops, coordinates and conducts presentations and trainings to City employees, outside agencies and interest groups, regional NPDES coordinator groups in support of stormwater management program and NPDES permit needs. Provides support to management for presentations to City Council; may conduct presentations as assigned.

7. Establishes effective working relationships with other City departments, local jurisdictions, and state agencies to ensure the City meets regulatory requirements under the NPDES permit. Responds to inquiries related to the City's stormwater management program and its' NPDES permit.

8. Attends meetings, seminars and training sessions to maintain current knowledge of environmental regulations, and NPDES permit requirements and participates in regional NPDES coordination meetings.

9. Provides leadership and support in the development and implementation of updates to the City's Surface and Stormwater Comprehensive plans, watershed plans, long-range plans, program standards, assigned Total Maximum Daily Loads (TMDLs), and setting strategic direction of stormwater programs.

10. Conducts studies and assists with monitoring activities and field data collection including water quality sampling demonstrating TMDL and other permit compliance as assigned.

11. Prepares grant applications and participates in administration related to water quality and environmental conservation including, but not limited to, reimbursement requests and periodic progress reporting as assigned.

ADDITIONAL WORK PERFORMED:

1. May assist other programs within the Public Works Natural Resource Division.

2. May supervise other staff as assigned.

3. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Stormwater engineering principles, practices, and methods, including but not limited to storm and surface water management, storm drainage systems, and Best Management Practices.

- The City of Bellingham's Municipal Code, Surface and Stormwater Utility, and Comprehensive Plan.
- Water resources planning, ecosystem functions, water chemistry, and physical and biological sciences.
- Applicable local, state and federal regulations, codes and manuals pertaining to management principles and practices relating to stormwater, water quality, including the Total Maximum Daily Load process and the Washington State Department of Ecology's Stormwater Management Manual for Western Washington and the Federal Clean Water Act and the National Pollutant Discharge Elimination System Western Washington Phase II Municipal Stormwater Permit.
- Procedures for response to hazardous spills and water resource emergencies.

Skill in:

- Excellent project management skills, including planning, organizing, evaluating, and analyzing problems and implementation plans.
- Excellent oral and written communication skills.
- Proficiency in using various software programs including word processing, database management, statistical analysis, and geographic information system.
- Mathematical, statistical, and engineering computations.

Ability to:

- Read, understand, and interpret technical documents, such as manuals, design standards and specifications, and regulations.
- Comprehend, interpret, apply and explain federal, state, and city rules, regulations, standards, policies and procedures related to surface and stormwater management.
- Apply technical knowledge and expertise and make recommendations to management about the City's stormwater management program.
- Effectively update and maintain records using related recordkeeping systems.
- Effectively prioritize projects, work on multiple projects in the same timeframe, and meet deadlines.
- Provide excellent customer service, sometimes in stressful situations, to internal and external customers; resolve disputes or non-compliance issues in a tactful, diplomatic manner.
- Communicate effectively both orally and in writing; explain technical requirements to a variety of individuals and groups including other City employees and the public.
- Evaluate programs, policies and procedures, analyze operations and recommend effective action to correct deficiencies and resolve problems.
- Analyze technical issues, evaluate alternatives, and make recommendations based on findings.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and read a computer screen or typewritten page;
    - Frequently communicate verbally;
    - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
    - Move between work sites;
    - Occasionally lift and transport objects up to twenty-five (25) pounds;
    - Walk and work on uneven terrain and steep slopes in inclement weather conditions.

WORKING ENVIRONMENT:

Work is performed in an office setting and outdoors near streams and stormwater facilities such as ponds and vaults. Position requires the physical dexterity to walk long distances over uneven terrain and steep slopes during wet, inclement weather. Employee is regularly exposed to construction, noise, fumes, traffic and typical environmental hazards. Position is required to use appropriate safety equipment and follow standard safety practices.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in Environmental Science, Civil Engineering, or equivalent.
- Three years of experience in a stormwater management program or similar, including at least two years of experience in NPDES permit compliance.
- Familiarity with the development, implementation and reporting requirements of TMDLs.
- Experience in record keeping, data analysis, and data reporting.
- Demonstrated knowledge of the federal Clean Water Act National Pollution Discharge Elimination System Western Washington Phase II Municipal Stormwater permit (NPDES permit) and the Washington State Department of Ecology's Stormwater Management Manual for Western Washington.
- Additional coursework or experience in water quality, environmental science, biology, chemistry, low impact development stormwater management, geographic information system, computer aided drafting, and standard sampling and laboratory practices preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted at the time of hire.
- Employment contingent upon passing a criminal conviction and local background check.

PREPARED BY: J. Porter
E. Weinberg
01/21

REVIEWED BY:

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Assistant Director of Public Works

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Eric Johnston, Public Works Director