CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Surface and Stormwater Utility Manager** **UNION:231**
SG:8
DEPARTMENT: **Public Works – Natural Resources** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Oversees surface and stormwater programs to protect and restore the physical, chemical and biotic integrity of the water resources; promote ecologically sound land use practices; and foster healthy watershed stewardship. Responsibilities include development, implementation and oversight of: stormwater capital improvements, short and long range integrated wet weather management plans, comprehensive watershed plans, stormwater system modeling, illicit discharge and detection, post-development runoff retrofits, public education, data analysis, and reporting. Manages programs, prepares budgets, maintains regulatory compliance and supervises staff that implement programs. Represents the department on issues related to stormwater. Serves as the City's Floodplain Manager and coordinates floodplain management with other staff. Coordinates with multiple work groups within and outside the department to accomplish the goals and mission of the Natural Resources Division.

SUPERVISORY RELATIONSHIP:

Reports to the Assistant Public Works Director- Natural Resources Division. Works is performed under general guidance and direction and according to City and Departmental policies, procedures, protocols and technical standards. Serves as a member of the Natural Resources management team. Supervises assigned staff, including overall responsibility for staff training, development, performance, evaluation and personnel actions.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Oversees all phases of storm and surface water projects and programs: including planning, organization, and coordination between departments, other governmental entities, stakeholders and the public. Establishes current and long range (5-10 years) overall work programs and staffing needs.

2. Maintains stormwater program compliance with local, state and federal regulations. Includes responsibility for compliance with Total Maximum Daily Load (TMDL) processes and requirements and the National Pollution Discharge Elimination System (NPDES) stormwater permit including program records, documentation, and program evaluation.

3. Serves as the City's Floodplain manager. Reviews development applications and ensures compliance with local, state, and federal floodplain and frequently flooded areas regulations. Coordinates with the Planning Department and other Public Works staff as needed.

4. Supervises assigned staff, including setting work priorities, planning organizing, assigning, advising, and assisting. Evaluates the work of assigned staff and participates in the

selection of new employees, hiring and personnel actions. Provides training and motivation of staff in order to make full use of individual capabilities to meet changing system demands.

5. Prepares and manages annual budget for stormwater projects and programs based on staffing and resource requirements cost estimates, division objectives, and departmental goals.

6. Assists with periodic rate reviews to assure fiscal viability of programs and equitability of rates of the Surface and Stormwater Utility. Makes recommendations for adjustments to rates and/or rate structure.

7. Assists with the development of short and long-range financial plans for the Surface and Stormwater Utility. Assists in developing and implementation of the Natural Resources six-year capital improvement program including the scheduling and prioritization of projects.

8. Determines projects eligible for state and federal grants and oversees the grant application process. Develops, negotiates, administers and coordinates grant contracts.

9. Selects and manages consultants for capital improvement and utility planning projects. Negotiates contracts and provides guidance, oversight, quality and fiscal control for works in progress.

10. Responsible for developing and updating relevant integrated wet weather management plans, Watershed Master Plans, stormwater management plans floodplain management plans, TMDL Implementation plans and water quality implementation plans.

11. Coordinates Surface and Stormwater Program activities and goals with other work groups within the Public Works Department and other City departments. Collaborates with other managers throughout the City in goal and policy development, to assure consistency and integration with other department goals.

12. Represents the department on issues related to surface and stormwater as assigned. Provides information and makes presentations to diverse audiences regarding storm water topics. Ensures timely response and resolution to internal and external customer inquiries, concerns and complaints.

ADDITIONAL WORK PERFORMED:

1. Performs project and committee responsibilities and serves as a member of the Public Works management team. In the absence of the Assistant Director of Public Works – Natural Resources may act in responsible charge of the Natural Resources Division upon request.

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of stormwater management, principles, practices, methods, and processes including Low Impact Development and green infrastructure.
- Strong understanding of watershed processes and ecological and biological sciences.

- Principals of design, construction, and maintenance of public works projects, including conceptual design, project scoping, engineering design, environmental assessment and right-of-way.
- Advanced knowledge of applicable local, state and federal policies, requirements, and laws, including stormwater and water quality regulations (e.g. Clean Water Act and the National Pollutant Discharge Elimination Systems (NPDES) Stormwater Permit Program, Total Maximum Daily Loads (TMDLs).

Skill in:

- Advanced organizational skills to effectively manage multiple priorities with the ability to remain flexible to changing priorities.
- Advanced analytical, public relations and communications skills (both verbal and written) to comprehend, interpret and explain rules, regulations, legal requirements and policies
- Possess the knowledge, skills and abilities in project management, negotiations, conflict resolutions, and collaborative problem solving.

Ability to:

- Develop, effectively manage, motivate and engage a team working on complex issues.
- Establish, and maintain effective working relations with elected officials, staff, consultants, developers, regulators, other local governments, tribes and the community.
- Quickly assess problems and act to constructively and collaboratively coordinate efforts and resolve conflicts.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Visual acuity to read a typeset page;
  - Dexterity to manipulate a computer keyboard and mouse;
  - Adequate hearing for telephone communications;
  - Ability to sit and stand for long periods of time.

WORKING ENVIRONMENT:

Work is primarily performed in an office setting with extensive time spent at a computer workstation. Requires frequent travel to meetings and site visits. Attendance at meetings often requires working evening hours.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Must possess a valid Professional Engineers license in the state of Washington OR be a Certified Stormwater Manager from the APWA OR have the ability to acquire either licensure and/or certification within one year of hire and maintain licensure and/or certification throughout employment; AND,
- Bachelor’s degree in civil engineering, environmental engineering, hydrology, environmental science or related field. AND,
- Four years of progressively responsible experience in management of a stormwater program or utility; including budget management, drainage system design, design review, and construction of drainage facilities.
- Three years previous supervisory experience.
- Experience with review of emerging stormwater treatment technologies, including pollutant removal data interpretation, and maintenance requirements, preferred
- Experience with stormwater characterization and application of stormwater treatment controls on a watershed basis, preferred.

- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability 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 required. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal convictions and local background check.

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