



Job Title	MS4 Permit Coordinator	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	12750

Class Specification – MS4 Permit Coordinator

Summary Statement:

The purpose of this position is to coordinate the implementation, execution, and ensure compliance of the several components of the Municipal Separate Storm Sewer System (MS4) for the City of Colorado Springs. The specific components include; public outreach, permit reporting, inspection and plan review training, development and implementation of erosion and sediment control policies, execution of the Industrial Facilities component, and coordination of the Municipal Facilities Runoff Control Program (MFRCP). This is accomplished by having a strong understanding of the City’s MS4 requirements, and local, State, and Federal policies relating to the Clean Water Act.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Day to day coordination of the MS4 Permit to include coordination and direction with other City Divisions, intragovernmental agencies, local industries, and citizens; report directly to Water Quality Program Manager on MS4 Permit compliance; direction of staff; participation in stakeholder committees; and correspondence with the Colorado Department of Public Health and Environment (CDPHE).
15%	Aid in the development of new policies and the modification of old policies; assist Water Quality Program Manager with direction and input in this process; and assist in annual budget process and track MS4 spending.
15%	Manage the Municipal Facilities Runoff Control Program (MFRCP) component of the MS4 Permit; manage MFRCP budget; update mapping and plans throughout the year; perform annual training for all departments with MFRCP sites; and perform inspections throughout the year for compliance.
15%	Manage the Industrial Facilities component of the MS4 Permit; perform annual training for City staff and CSU staff; and perform outreach duties for various industries to include general education and specific site outreach.



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15%	Responsible for preparation of sections for the annual report and tracking of information; and assist with the submittals of the annual report and the Wet Weather Monitoring Report.
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Competencies Required:	
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.	
Education: Bachelor's degree from an accredited college or university in Biology, Environmental/Natural Sciences, Environmental/Civil Engineering, or a related field.	
Experience: Three years of experience in stormwater quality permitting, including management of all or part of a municipal stormwater permit.	



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:
 The employee normally performs the duty assignments with broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands:
 Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never



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Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment, NPS Stormwater model, and event display booth.

Specialized Computer Equipment and Software: Microsoft Office, mapping, GPS, and GIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: November 2016