



Job Title	Water Quality Program Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	3	Job Code	12755

Class Specification – Water Quality Program Manager

Summary Statement:	
<p>The purpose of this position is to direct, manage, supervise, and coordinate the activities and operations of the Stormwater Division’s water quality program; oversee, direct, and coordinate the work of all levels of staff; supervise, train, and evaluate staff; identify problems, define alternative solutions, and implement recommendations in support of the Stormwater Division goals; develop and implement goals, objectives, policies, and priorities for the Water Quality Program within the Stormwater Division.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	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.
35%	Ensure MS4 (Municipal Separate Storm Sewer System) permitting compliance and reporting; coordinate commercial, residential, and capital site inspection; permanent BMP (Best Management Practice) inspection and maintenance; graphical information system tracking; dry and wet weather monitoring; and public information and outreach.
35%	Prepare environmental compliance strategies, work plans, schedules, operational procedures, and administrative and analytical reports; establish effective and professional relations with the public, contractors, developers, and regulatory agencies.
20%	Manage the development, implementation, and coordination of training criteria, literature, and procedures related to construction site inspection; perform construction document review; and BMP inspection and maintenance. Review materials for use on public projects; and support and oversee revisions to the City's MS4 permit.
10%	Prepare and administer the Stormwater Division’s program budget; plan, direct, coordinate, and review work plans for Water Quality Program staff; and provide technical supervision and training to lower level staff. Assign work activities; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve issues.



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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: Intermediate: Ability to read papers, periodicals, journals, manuals, dictionaries, thesaurus, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self- study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Intermediate: Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school and up to college. 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 with major coursework in Environmental Studies, Earth Science, Biology, or related field.

Experience: Five years of full-time responsible Stormwater Program experience, including two years of administrative and supervisory responsibility.



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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.

Supervision Exercised:
 Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:
 Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

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 up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

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

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.



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Specialized Computer Equipment and Software: Database entry, Microsoft Office, scheduling, and tracking 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: July 2016