



Cottonwood Heights

Job Posting – Storm Water Coordinator

Posting Date: July 10, 2016

Closing Date: July 25, 2016 @ 9:00 a.m.

Position: Storm Water Coordinator

FLSA: Non-Exempt

Salary Range: \$39,332 - \$56,415

Hours: 8:00 – 5:00 with seasonal adjustments and weather related overtime

Job Summary: Provides technical, professional, and administrative support to the storm water program as mandated by State and Federal regulations. Manages maintenance and cleaning operations, prepares work schedules and documents accomplishments of the dept. Assists with public works operations as required and with snow removal.

Special Qualifications: Must be R.S.I. certified (Registered Storm Water Inspector). Must be a certified Flagger or able to obtain certification within six (6) months of hire. MUTCD Certification desirable. Must become EnviroSight equipment trained. Must possess a valid commercial drivers license (CDL). Must pass a pre-employment background check and drug screen.

How to apply: Applicants must submit an application and resume to Cottonwood Heights via email to employment@ch.utah.gov. Applications are available online at <http://cottonwoodheights.utah.gov/>

*** Applications must be submitted electronically. Incomplete applications will not be accepted.

Please direct questions to Paula Melgar, HR Manager, at 801-944-7021 or pmelgar@ch.utah.gov.

Pre-employment drug testing and background check required

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The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call 801 944-7021. Cottonwood Heights does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

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Job Description

Title:	Storm Water Coordinator	Code: 2083
Division:	Storm Drain Maintenance	Grade: 14
Department:	Public Works	Last Revised: 6/30/16

GENERAL PURPOSE

Provides technical, professional, and administrative support to the storm water program as mandated by State and Federal regulations.

SUPERVISION RECEIVED

Works under general supervision of the Public Works Director.

SUPERVISION EXERCISED

Coordinates the deployment of public works employees for maintenance activities.

ESSENTIAL FUNCTIONS (Performs some or all of the following)

Storm Drain Inspection and Maintenance: Operates robotic inspection camera to view and video underground storm drain system; utilizes specialize software to manage video results, analyze line conditions and locate problematic areas; apprise management of findings and prepares required reports.

Performs as a registered Storm Water Inspector to ensure compliance with city, state and federal storm water laws and pollution regulations; inspects construction sites and drainage intake locations.

Operates sewer vactor truck, street sweeper, dump truck and associated equipment necessary to clean and maintain the storm drain system.

Acquires easements and rights of way to enhance access for maintenance; directs or participates in maintenance projects as needed; i.e., cleaning storm and sub-drains.

Recommends ordinances, policies, and regulations; when required by State and Federal law develops and administers a discharge permit program and monitors water quality; assists in administering flood plain ordinances; monitors conditions and enforces maintenance standards pertaining to drainage facilities that are the responsibility of other parties.

Inspects installation of new facilities, including sub-drain clean outs; tracks completion and filing of as-built drawings and plans on new facilities; inspects and enforces construction site regulations regarding run off.

Informs the public of maintenance and improvement projects and regulations; works with neighborhood network regarding activities or projects to reduce flood threat; works with issues regarding water quality.

Ensures that appropriate traffic control devices and personnel are adequate to facilitate temporary traffic control and traffic calming functions ensuring safety for staff and the general public during work operations.

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Oversees and ensures the timely licensing and registration of city equipment and vehicles assigned to this department; ensures that routine maintenance is being done; follows general preventative maintenance schedules related to fluid levels, air pressures, electrical functions, hydraulics, etc.

Seasonal Projects: Participates in tasks related to community celebrations and events, i.e., fireworks, parade floats and seasonal banner installation and take-down; adapts to the needs of the department to support other public works functions.

Snow Removal: Assists with snow removal and plowing activities as needed; maintains equipment for snow removal and ensures that city roads are safe and passable.

Emergency Preparedness: Ensures that storm water facilities, infrastructure, and staff are prepared for emergency situations and able to respond with promptness and efficiency in accordance with FEMA regulations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years of experience in construction, video inspection of underground piping, and maintenance or repair of public works systems;

AND

C. **Skill in** the operation of Trimble GPS device; computer programs including Microsoft Office Suite and ARC GIS; skill in customer service and public relations.

OR

D. An equivalent combination of education and experience.

2. Required Functions, Knowledge, Skills, and Abilities:

Knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; the occupational hazards and safety precautions of trench work construction and pipeline maintenance work; hazards common to heavy equipment operation; safety standards related to confined entry and, drain systems etc.; state or federal regulations governing installation and maintenance of storm water systems; water quality laws; interpersonal communication skills.

Working skill in various crafts, i.e., underground piping and related construction fields; skill in operating heavy equipment and common power tools, bucket truck, backhoe, Envirosight Camera, computer, Rigid Signal Locator, lid lifting hook, pruning shears, tree saw, ATV, etc.

Ability to operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers, elected officials, local agencies and the general public; communicate effectively, both verbally and in writing; work from blueprints; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

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4. Work Environment:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing essential to performing required job functions. Common eye, hand, finger dexterity are required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. Daily local travel required in normal course of job performance. Daily exposure to weather extremes and safety hazards associated with working in the public right-of-way.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

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