

## Stormwater Manager

<b>Title:</b> Stormwater Manager	<b>FLSA Status:</b> Exempt	<b>Supervisory Responsibilities:</b> Yes
<b>Reports to:</b> Public Services Director	<b>Department:</b> Stormwater	<b>Date Last Evaluated:</b> October 2025
<b>Schedule:</b> Monday - Thursday 6 a.m. – 4:30 p.m.		
<p><b>Summary</b>  Performs difficult, complex professional and technical work in the management of the City’s stormwater system including: ensuring compliance with all aspects of the City’s MS4 (Municipal Separate Storm Sewer System) program; reviewing public stormwater infrastructure and private stormwater management facility design in construction projects, site, subdivision, single family, street, and public Right-of-Way development design plans; reviewing stormwater, curb, gutter, sidewalk, and roadway design; meeting customers and contractors on the stormwater program, specifications, and requirements; coordinating and monitoring assigned construction projects; assisting with construction contract administration; and providing input and technical support. Manage services and activities of the City’s stormwater program and coordinate assigned activities with other City departments, outside agencies, public officials, regulatory officials, and the public. Participates in the development, implementation, and management of goals, objectives, policies, and priorities for stormwater services including design, maintenance, and repair of the drainage system, monitoring and assessment of the overall stormwater quality, implementation of all required permit elements established by the Environmental Protection Agency, and execution and compliance with all necessary contractual agreements for the delivery of services by other City departments or external third parties.</p>		
<p><b>Qualification Requirements</b>  To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>		
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in engineering, environmental science, or related field or four years related work experience</li> <li>• Five years of professional experience in engineering, environmental science or related field</li> <li>• Some supervisory experience</li> <li>• Valid NC driver's license or valid out-of-state driver’s license with the ability to obtain a valid NC driver’s license within sixty days of employment and good driving record</li> </ul>		
<p><b>Preferred Qualifications</b></p> <ul style="list-style-type: none"> <li>• American Public Works Association (APWA) Certified Stormwater Manager (CSM)</li> </ul>		
<p><b>Knowledge, Skills, and Abilities</b></p> <ul style="list-style-type: none"> <li>• Thorough knowledge of state and federal environmental stormwater rules and regulations to ensure MS4 permit requirements</li> <li>• Knowledge of stormwater best management practices</li> <li>• Working knowledge of office equipment, computers, and applicable software</li> <li>• General knowledge of the organization and functions of City government</li> <li>• Strong ethical standards, reliability, professionalism, and positive attitude</li> <li>• Ability to remain calm in stressful situations</li> <li>• Ability to communicate effectively orally and in writing</li> <li>• Ability to train staff and speak publicly on complex stormwater and environmental rules and regulations in layperson’s terminology</li> <li>• Ability to effectively work with public and internal staff to find solutions to drainage and erosion problems</li> <li>• Ability to establish and maintain effective working relationships with associates, direct reports, and the public</li> <li>• Ability to understand, interpret, and apply technical rules, directives, and regulations</li> <li>• Ability to maintain stormwater data in geographic information system (GIS)</li> <li>• Ability to make arithmetic computations using whole numbers, fractions, and decimals, compute rates, ratios, and percentages</li> <li>• Ability to research, compile, evaluate, and analyze financial, technical, and other data</li> <li>• Ability to prepare and maintain accurate records and reports</li> <li>• Ability to exercise initiative and independent judgment</li> <li>• Ability to create and maintain a welcoming and inclusive workplace through positive modeling, mentoring, fostering a culture of respect for all, and valuing the differences and contributions of all team members</li> </ul>		
<p><b>Supervisory Responsibilities</b>  Interviews, hires, assigns tasks, evaluates performance, coaches, counsels, promotes, and disciplines departmental staff.</p>		
<p><b>Essential Functions</b></p> <ul style="list-style-type: none"> <li>• Facilitates engineering bid proposals on City projects and provides bid recommendations to the City Council</li> <li>• Assists in the development of City stormwater projects</li> <li>• Conducts site inspections of construction projects and discusses problems that may require project changes with affected crews or contractors; recommends methods of resolving unusual, complex engineering problems related to stormwater drainage, road construction, and water and sewer</li> <li>• Serves as a project lead; researches applicable codes, regulations, and requirements for assigned projects; develops engineering plans and compiles preliminary layout of plans; writes specifications for plans; coordinates required advertising for bids; advises contractor(s) and construction inspectors during actual construction</li> <li>• Prepares and reviews the stormwater budget; monitors and approves expenditures</li> </ul>		

- Develops, implements, and manages multiple programs required for compliance under National Pollutant Discharge Elimination System (NPDES) MS4 Stormwater Regulations
- Researches and interprets compliance provisions with complex regulatory requirements, analyzes permits, and makes recommendations for program changes and improvements
- Reviews erosion and sediment control measures
- Performs design work for stormwater infrastructure projects
- Develops or reviews plans and construction drawings for proper location and design of storm drainage systems and delineation of flood plains
- Reviews plans for adherence to adopted engineering specifications such as depth, locations, materials, and construction methods
- Reviews and assists with revising Development Ordinances (stormwater) as needed
- Reviews site plans submitted to the City for development
- Responds to citizen complaints and address concerns by advising and determining the best course of action
- Conducts illicit discharge, connection, and/or spill investigations
- Meets with contractors, reviews, and explains construction requirements, and reviews progress and quality of work
- Investigates and coordinates mitigation of problems with stormwater drainage and other construction-related issues from contractors and public
- Provides guidance and assistance to developers, engineers, and staff in resolving complex or technical issues related to public facilities infrastructure, stormwater management facilities, or associated design
- Prepares letters and communicates with property owners and contractors
- Develops implements, and conducts public education, community outreach programs, and training and educational workshops for property owners, contractors, engineers and developers, and City staff
- Investigates sources of pollution from stormwater by studying construction plans, onsite investigations, and coordinating with City departments for assistance with investigations and needed repairs of City infrastructure
- Performs site inspection and analysis of stormwater control devices to ensure compliance
- Manages City stormwater infrastructure inventory through GIS
- Makes estimates of time, equipment, and material costs for in-house and contracted projects
- Attends Technical Review Committee, local, state, and other meetings concerning stormwater related issues
- Creates and maintains computerized files and databases and conducts analyses using a variety of computer software
- Prepares reports, diagrams, and maps
- Ensures that all work is performed in accordance with OSHA and City safety standards and policies

**Physical Demands**

This job requires the physical ability to lift up to 130 pounds, push or pull up to 105 pounds, carry up to 85 pounds, and grip with a force of 110 pounds. The worker is required to stand, walk, use hands to finger, grasp, or feel objects, tools, or controls. The employee may be required to climb, stoop, kneel, crouch, and reach with their hands and arms. Vision is required for inspection of small parts, use of measuring devices, assembly or fabrication of parts at or within arms' length, operation of machines and motor vehicles, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Vocal communication is required to convey detailed or important information quickly and loudly. Hearing is required to perceive detailed information and to make fine distinctions in sound. Worker is subject to PreWork and WorkFit policies and screenings.

**Work Environment**

The worker is subject to extremes of outside weather, noise, vibration, hazards including proximity to moving mechanical parts, dust, atmospheric conditions and working in close proximity to traffic.

**Special Requirements**

This position may be considered safety sensitive under the Drug and Alcohol-Free Workplace Policy. The worker may be subject to drug and alcohol testing under the Federal Motor Carrier Safety Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time.