



## Position Description

Title: Stormwater Program Coordinator  
Status: Full Time  
Class Grade: 40 11  
FLSA Status: Exempt  
Department: Water Resource Protection  
Revision date: September 2024

Nature of Work: To plan, manage, and coordinate the activities and implementation of the Stormwater Management and Impaired Waters Restoration Programs for the City of South Portland. This position is responsible for developing and implementing multiple water resource protection and restoration efforts in compliance with state and federal requirements. The Environmental Protection Agency has delegated the authority to implement its National Pollutant Discharge Elimination System (NPDES) Stormwater Phase II Program to the Maine Department of Environmental Protection, which administers the state's General Permit for the Discharge of Stormwater from Small MS4's. A direct responsibility from these regulatory requirements will be implementation of the City's Stormwater Program Management Plan that determines the local strategy for meeting the six Minimum Control Measures. Other responsibilities for this position originate from the State's 303(d) and Total Maximum Daily Load (TMDL) Program requirements. These responsibilities may include the development and implementation of Watershed Management Plans (WMPs) to restore impaired waters in compliance with water quality classification requirements.

Supervision Received/ Exercised: Work is performed under the general guidance of the Water Resource Protection Department's Collection Systems Division Manager. The Stormwater Program Coordinator has considerable discretion, initiative, and independent judgment under the broad policy guidance and general supervision of the Collection Systems Division Manager. Work is reviewed through informal discussions, periodic feedback sessions, evaluations, and feedback from the public, management team of the City and general observation of work performance and/or the results obtained. Supervision will be exercised over temporary or full-time technical staff working within the assigned areas of responsibility.

Essential Duties and Responsibilities:

- Will represent the City of South Portland to the Interlocal Stormwater Working Group.
- Develop and implement plans and programs for compliance with the requirements in the stormwater general permit for MS4's concerning the six Minimum Control Measures as outlined in the City's Stormwater Program Management Plan.
- Develop and implement watershed management plans and/or pollution reduction programs and plans consistent with established Total Maximum Daily Loads (TMDL's) for the City's urban impaired streams.
- Continue with the City's participation in the Long Creek Watershed Management Plan in the role of program and resource coordinator for the City in support of Long Creek's stakeholders and the plan implementation process.
- Serve as the City's representative for the Long Creek Watershed Management District.
- Implement the City's stormwater ordinances, policies, and activities to comply with multiple stormwater programs under Water Resource Protection's municipal stormwater permits.
- Plan, organize, and coordinate the daily activities of the stormwater program; coordinate maintenance operations; design review and stormwater quality programs related to public and private stormwater systems.
- Develop and maintain guidance documents on use of Best Management Practices (BMPs) for commercial, residential, and municipal activities; manage education program regarding use of BMPs.
- Develop, monitor, and control the program budget, assuring proper resources are available to fund capital improvement projects, maintenance, inspection, and stormwater quality services.
- Coordinate and participate in the development and updating of short- and long-range plans, including Capital Improvement Plans; manage the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with ordinances, policies, watershed management plans, and TMDL's, including design, operations, and maintenance details of stormwater facilities.
- Develop and review various engineering reports, feasibility studies, environmental documents, cost-of-service and rate studies, and other deliverables.
- Prepare and present reports, recommendations, and studies to staff, governing bodies, the City Council, and at public hearings and meetings to private agencies and groups.
- Represent the City in meetings involving other municipal governments and state and federal agencies; serve as liaison with federal, state, and other agencies with respect to regulations and programs involving stormwater pollution and flooding issues.

- Develop and maintain effective communications with the public, contractors, and other government agencies to provide information, work collaboratively, and offer solutions regarding multi-jurisdictional stormwater activities and projects.
- Provide technical expertise and aid in responding to complex questions for interpretation of various codes and ordinances; may develop and revise as needed.
- Provide technical expertise and guidance to other City departments in the implementation of their stormwater pollution prevention plans.
- Provide training to other City personnel to reduce the impact of pollutant runoff in municipal operations or to other professionals to further the public outreach requirements in the stormwater programs.
- Prepare annual reports for timely submittal and be responsible for required record keeping and reporting pertaining to the department's stormwater programs.
- May write grant proposals and manage the implementation of grant programs accepted by the City in support of the stormwater programs
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of stormwater and other water quality programs.
- Coordinate with other regional and local entities to facilitate efficient and consistent program management.
- Administer and coordinate stormwater permitting for construction and developments with respect to stormwater management, erosion, and sedimentation control.
- Serve as the City's representative for the Interlocal Stormwater Working Group.
- Serve as the City's representative for the Casco Bay Estuary Partnership.
- Conduct reviews of new development/redevelopment proposals.
- Provide staff support for the City's Landcare Management Advisory Committee.
- Perform other related duties and responsibilities as required.

Required Knowledge, Skills, and Abilities:

- Knowledge of modern principles, techniques, and theories of stormwater management and control.
- Knowledge of operations, policies, and objectives of stormwater planning, code enforcement, facility maintenance, and inspection.
- Knowledge of comprehensive planning principles, practices, regulations, and techniques, including development and updating long- and short-range plans.
- Knowledge of effective methods of organizing and utilizing data, equipment, personnel, and resources.
- Knowledge of principles and practices of local budget preparation.
- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Ability to manage contracts.
- Ability to develop, monitor, and control the division budget.
- Ability to communicate effectively both orally and in writing.

- Effective planning, organizational skills, and work scheduling.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to prepare and deliver written and oral presentations.
- Ability to work independently with minimal direction.
- Demonstrate positive and effective interaction with diverse individuals to accomplish a common goal.
- Ability to interpret and apply federal, state, and local policies, laws, and regulations.
- Ability to work professionally, safely, and follow all established safety rules and procedures.
- Must be willing to take initiative, have the ability to accept constructive criticism, be dependable, maintain a positive attitude and represent the organization in a professional, courteous manner when the occasion arises.
- Ability to work in a team environment and maintain effective working relationships with other employees; be consistent in dealing with people; actively listen and be sensitive to others concerns, with or without being directly involved.
- Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.
- Ability to understand and carry out written and oral instructions as well as follow established standard operating procedures.
- Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities.
- Ability to operate a computer, including email as well as the use of common and specialized programs used to perform work duties; other equipment to be used will be motor vehicles, calculators, phones, mobile computing devices and various types of field monitoring equipment.
- Ability to use the following tools and equipment, and to learn new equipment and software:
  - Personal computer, including word processing, presentation, spreadsheets, and data base computer aided GIS system mapping software and related equipment.
  - Skill in use of detection devices.
  - Mobile radio, phone, copier, and fax machine.
  - Flow meters, stream monitoring equipment, and motor vehicles.

Minimum Qualifications:

Education: A four-year degree in engineering, environmental sciences, natural resources, or a related field.

Experience: Qualified candidates will ideally have three (3) years of experience working with municipal stormwater programs or in a related environmental, engineering, or

watershed protection/restoration profession. Combinations of these skills, abilities and knowledge will also be considered.

Candidates must possess and maintain a valid State of Maine class C driver's license throughout employment and must have reliable transportation for possible work day transportation throughout the City.

Physical Demands:

- Perform duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing up to fifty (50) pounds, crouching/kneeling, bending, reaching, keyboarding, close vision, color/depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.
- Must have mobility sufficient to operate in a building, office, and field environments, including site visits to any property within the City, which may also include construction sites in various stages of development. Field sites may include uneven ground and areas with potential hazards. Must also be able to operate in various adverse weather conditions.
- Exposure to normal hazards associated with construction sites, including equipment, traffic, dirt, dust, vehicle fumes, noise, extreme temperatures, and wet/icy conditions.
- May be required to wear protective clothing and/or equipment.
- May occasionally be exposed to irate individuals.
- May occasionally travel out of town for training and other related meetings.
- Employee may be exposed to noise from basic office equipment operation, and occasionally work near moving mechanical parts.
- May be exposed to wet/humid conditions, vibration, and construction equipment.
- Essential functions may require maintaining the physical condition necessary for walking rough terrain and climbing inclines at work sites.
- May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors, airborne particles, and toxic or caustic/acidic chemicals.
- The employee occasionally works in high, precarious places and confined spaces.
- The employee is occasionally required to ascend and descend steep stairs and ladders.
- The employee is occasionally at risk of electrical shock.

***The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The duties listed above are intended only as illustrations of the***

***various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.**