

Berkeley County Government

JOB OPENING –EXTERNAL POSTING

STORMWATER COORDINATOR (PS101071)

DEPARTMENT: STORMWATER MANAGEMENT PROGRAM

JOB SUMMARY/ESSENTIAL FUNCTIONS: Manage and coordinate the personnel and activities of the Stormwater Management Program Department. Coordinate all activities associated with compliance of State and Federal National Pollutant Discharge Elimination System (NPDES) Regulations and programs. Coordinate and supervise the work of subordinates engaged in the inspection and testing of stormwater management infrastructure, sediment and erosion control to assure compliance with all applicable standards, codes and regulatory guidelines. Prepare and submit MS4 program documents for reporting to SCDHEC. Implement County's Stormwater Management Program. Review and recommend updates to the Stormwater Management Program to the County Engineer. Implement Stormwater Management Ordinance and Stormwater Utility Ordinance and make recommendations to County Engineer. Implement County's Design Standards Manual. Review and recommend updates to the procedures and specifications in the manual to the County Engineer. Manage and coordinate County's stormwater consultant and education provider. Maintain and update County's stormwater outfall and system inventory database. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities and acting on employee problems. Review the work of subordinates for completeness and accuracy; offers training, advice and assistance as needed. Review and analyze all plans and analyses for stormwater and siltation submitted to the County for review under the MS4, stormwater, and land development regulations. Work with the County Engineer to identify, initiate and complete projects associated with stormwater maintenance and quality improvement. Establish and supervise the implementation stormwater sampling plans to maintain compliance with the County's NPDES permit. Compile, analyze and interpret technical data pertaining to watershed surface water quantity and quality, urban and agricultural hydrologic programs, rainfall and drainage, flood control, and water resource best management practices (BMP). Prepare material for and assist in presentations to County officials, Boards, and Commissions on stormwater projects, stormwater ordinance revisions, stormwater design manual, annual NPDES compliance reports, and interim reports related to environmental compliance. Investigate citizen complaints concerning stormwater systems, illicit discharge, etc. and prepare reports. Perform other duties as assigned.

QUALIFICATIONS:

Bachelor's Degree in Civil Engineering or closely related field and seven (7) years related Engineering experience required, including three (3) years supervisory experience. Master's Degree in Civil Engineering or closely related field may be preferred.

PE registration required.

Personal computer experience required, including advanced knowledge of Word and Excel. GIS experience required.

Valid driver's license for South Carolina. Must have safe driving record.

Departmental testing may be administered during interview.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug and alcohol testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks and ensures that subordinate staff meets these same safety requirements which may include taking corrective action.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports to the Deputy County Engineer. The normal work schedule is thirty-seven and one half (37.5) hours per week; Monday through Friday from 8:00 a.m. to 4:00 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

**Stormwater Coordinator – Grade C40
Entry Level Bi-Weekly Pay Range: \$2044.62 - \$2351.31**

**Date of Posting: 07/23/2015
Closing Date: Subject to close at any time.**

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.