



City of San Bernardino

Class Code: 20550

M/CC Date Adopted: _____

Signature: _____

Director, Human Resources

Bargaining Unit: _____

CLASS SPECIFICATION NPDES Coordinator

EEOC Job Category: Professionals

JOB SUMMARY

Under direction, performs professional duties in the analysis and administration of environmental regulatory requirements applicable to the City's storm water discharge program; recommends and/or takes action to ensure compliance with NPDES municipal permit requirements; reviews development and construction project applications and prepares appropriate conditions of approval for new and significant projects; directs and performs plan checks and field compliance inspections; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

NPDES Coordinator independently performs professional duties to ensure the City's compliance with all applicable regulatory requirements associated with its National Pollutant Discharge Elimination System (NPDES) permit. The incumbent reviews applications and performs plan checks for new development projects to review adequacy of design for environmental compliance and prepares appropriate conditions of approval. The incumbent represents the City on interagency committees and plays an active role in educating City departments and the development community on storm water environmental compliance issues. Work requires a thorough understanding of legal and regulatory requirements, environmental science and engineering design issues, as well as excellent analytical and communication skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below 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 this class.

1. Plans, organizes and conducts research and special studies associated with the City's storm water discharge management and environmental compliance program; uses appropriate analytical techniques and statistical and information-gathering processes and obtains necessary information and data for analysis; analyzes alternatives and makes recommendations; prepares reports of findings and recommendations; researches and analyzes current and proposed legislation and regulations for impacts on City programs, policies and operations and drafts position papers and recommendations; reviews all storm water pollution prevention plans, preliminary and final water quality management plans and erosion control plans for all development projects; participates in conducting analyses and developing recommendations for residential, commercial and industrial developer rate schedules applicable to water discharge.

2. Participates in initial pre-planning meetings; performs environmental engineering plan review and plan checks to ensure compliance with City, federal and state requirements and regulations; reviews a variety of engineering reports and technical documentation; coordinates technical plan checks and reviews comments prepared by City engineers for new development projects; researches and interprets potential environmental impact and regulatory compliance issues associated with projects and prepares or reviews conditions of approval; directs inspection staff to perform field site inspections prior to, during and at completion of construction projects to monitor progress, resolve issues and ensure compliance with approved storm water pollution prevention plans; inspects water quality treatment control devices in the field.
3. Reviews all development projects and sets NPDES conditions for storm water protection measures; reads plans, determines drainage patterns, and provides feedback to Engineering and Planning Department on measures necessary to comply with NPDES Permit requirements.
4. Represents the City on all County-wide Stormwater Program general management and subcommittee meetings and provides input on the City's behalf; serves as a co-chair for the County-Wide Stormwater Program's fiscal subcommittee.
5. Communicates with the development community and the public on up-to-date NPDES requirements; coordinates and participates in training City departments on compliance requirements and best management practices for pollution prevention.
6. Maintains detailed records and documentation; coordinates work with developers, consultants, private engineers and contractors; prepares and submits staff reports to the Planning Commission, City Council, department heads and division managers.
7. Participates in development and maintenance of catch basin, construction, commercial and Industrial inspection databases; compiles data and drafts a variety of periodic, special and annual program reports; prepares correspondence and other written materials.
8. Receives and investigates complaints; directs inspections where necessary; works with businesses, contractors and other applicable parties to resolve problems and issues; prepares reports of findings and actions taken.
9. Supervises Construction Inspector program staff.
10. Performs a variety of special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and procedures involved in residential, commercial and industrial development/construction.
2. City's Stormwater Drainage System Ordinance; City's NPDES Permit; City's Erosion Control Plan; County Water Quality Management Plan; best management practices applicable to storm water, source control/treatment, and hazardous materials control/prevention programs.

3. Principles of hydrology and applicable mathematics.
4. Physical and biological sciences as they apply to areas of assigned responsibility.
5. Principles and techniques of project management and project budgeting.
6. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility, including the Clean Water Act, Porter Cologne Water Quality Act and associated permitting requirements.
7. Scientific principles and analytical techniques used in environmental protection, control and monitoring programs; practices and techniques for conducting environmental investigations.
8. City boundaries and jurisdiction; SIC codes for all commercial/industrial sites within the City.
9. Computer software necessary for NPDES database and management.

Ability to:

1. Perform difficult technical research and analyze complex engineering, hydrologic and mathematical problems, evaluating alternatives and recommending effective courses of action.
2. Evaluate engineering studies, engineering plans, specifications and legal contracts.
3. Collect, evaluate and interpret data, either in statistical or narrative form.
4. Analyze, interpret, explain and apply relevant laws, regulations, ordinances and policies.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
6. Communicate effectively, orally and in writing; present conclusions and recommendations clearly and logically.
7. Maintain files, records and documentation.
8. Exercise independent judgment and initiative within established guidelines.
9. Establish and maintain effective working relationships with department managers and staff, staff of other departments, representatives of other governmental agencies, developers, consultants, property owners, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with major coursework in a physical, biological or environmental science, or a related field; and at least three years of progressively responsible professional experience in technical analysis and program administration/management; or an equivalent combination of training and experience. Experience in a governmental agency is preferred.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employees are regularly required to sit; talk or hear, both in person and by telephone; use hands repetitively to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, use of both eyes and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to hot and/or humid conditions.

TESTING STANDARDS