

LOWER ALLEN TOWNSHIP JOB DESCRIPTION



POSITION TITLE: MS4 COORDINATOR	BAND: SPECIALIST	BBP CLASS: 2
DEPARTMENT: COMMUNITY DEVELOPMENT	SUPERVISOR: DIRECTOR – CD	ACCOUNTABILITY: DIRECTOR - CD
NAME:	ISSUE DATE:	PAGES 2

POSITION SUMMARY:

Work consists of technical and administrative duties, performed in the Lower Allen Township Municipal Building and in the field at various locations throughout the Township. Work consists of developing, coordinating and implementing various programs and projects related to the Township’s Municipal Separate Storm Sewer System (MS4). Work requires a basic understanding of municipal functions, state and federal regulations, and environmental permit processes. Job assignments are varied and require independent thinking and judgment.

ESSENTIAL FUNCTIONS OF THE JOB:

Develops and implements procedures and programs to achieve compliance with the six Minimum Control Measures (MCMs) contained in the Township’s MS4 Permit.

Develops and implements procedures and programs to achieve compliance with the Chesapeake Bay Pollution reduction Plan (CBPRP).

Creates and maintains documentation of the activities of Township departments and employees related to compliance with the MS4 Permit. Provides support, assistance and training to others related to these activities.

Conducts activities in the field related to MS4 permit compliance, including but not limited to inspection of facilities within the MS4 watershed.

Assists customers that come to the Municipal Building.

Receives, responds to, and coordinates complaints related to stormwater runoff.

Answers telephones.

Completes and enters reports in computer programs, and issues written reports, notices and letters.

Has the flexibility sufficient to enter and exit vehicles frequently, ambulate for long periods over all types of terrain, climb over and around obstacles and suddenly move out of the way of hazards.

Has the ability to sit or stand for extended periods of time.

OTHER FUNCTIONS:

Compiles monthly and annual reports.

Serves on committees as requested.

Performs computer functions related to the Department’s software system.

Type correspondence.

Strives to obtain competency in accordance with performance evaluation measures.

Performs other related duties as assigned.

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QUALIFICATIONS:

Citizen or National of the United States, a lawful permanent resident alien, or an alien authorized to work in the United States.

High School diploma or equivalent.

Possession of a valid Pennsylvania Motor Vehicle Operator's License.

Keyboarding skills.

Working knowledge of the Township's version of word-processing software.

Ability to communicate effectively and professionally in English both verbally and in writing.

Vision sufficient to qualify for PA Drivers License in compliance with PennDot regulations.

Corrected hearing so the loss is no greater than 40 decibels in the better ear on the average at 500 Hz, 1,000 Hz and 2,000 Hz.

Offer of employment is contingent upon the successful completion of a satisfactory: physical examination (full-time personnel only); drug test; and background investigation result (full/part time and temporary personnel).

END

I have read the foregoing job description and certify that I can perform all aspects of the job and meet qualifications as required by Lower Allen Township.

Employee

Date

Supervisor

Date