

CITY OF MARTINSBURG



JOB: STORMWATER TECHNICIAN	DATE: 11/28/2016
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1. TASK & DUTIES LIST AND MEASURES OF PERFORMANCE FOR: STORMWATER TECHNICIAN	
<ul style="list-style-type: none"> PAY STATUS: NON-EXEMPT 	
2. REQUIREMENTS:	
Education:	Associates degree in environmental studies or related field, or any equivalent of combination of related education and experience.
Licensing, Registration or Certification:	Background check must be satisfactory. Pre-employment screenings must be passed. Must possess or be able to obtain at time of hire, and maintain a valid West Virginia driver's license.
Experience	Education and/or experience above or any equivalent combination of education and experience.
Skills, Knowledge and Abilities:	<p>Assists in performing duties and activities for the City's Stormwater Management Program.</p> <p>Knowledge of computer programs and databases and the ability to create, produce and maintain all programs and records.</p> <p>Ability to respond to complaints, conduct field inspections and water quality monitoring.</p> <p>Ability to conduct inspections, plan reviews and site surveys for stormwater runoff compliance requiring the use of GPS and other computer based survey equipment.</p> <p>Ability to meet, interact and communicate effectively with the public and co-workers conscious of the role as a representative of the City.</p> <p>Ability to interpret, analyze and acquire knowledge of City's stormwater Ordinance and regulations.</p> <p>Ability to make decisions, solve problems and work independently.</p> <p>Ability to establish and maintain effective working relationships with City officials, employees and public.</p> <p>Ability to maintain confidentiality and to handle related matters discreetly.</p> <p>Ability to operate motorized vehicles and equipment, including surveying equipment, hand and power tools, GPS and all other tools utilized in the position.</p>

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		Ability to work a flexible schedule to accommodate meetings and activities related to position.	
Physical:	Body Positions:	Standing, walking, sitting, climbing, balancing, stooping, kneeling, crouching and crawling.	
	Body Movements:	Must use hands to finger, handle, feel or operate objects, tools, or controls. Must be able to reach and grasp with hands and arms. Must be able to meet any required physical standards. Must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Stand, walk, sit, kneel, stoop, crouch, climb, balance and crawl.	
	Body Senses	Sight, hearing, speech and smell. Must be able to speak and hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.	
Mental:	Language	Ability to read, speak and write English. Ability to effectively communicate and project positive attitude. Must be able to communicate effectively verbally and in writing.	
		Supervision Exercised	Assists in leading work crews as needed.
		Reasonable Accommodations	Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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TASKS and DUTIES OF JOB: General Definition: Under the direct supervision of the Public Works Director, performs various administrative, technical and physical tasks, as needed for the Public Works Department and the Stormwater Management Program. In cooperation with the Public Works Director and the Stormwater Program Coordinator, the Stormwater Technician will perform tasks such as: Assists in performing the activities for the City's Stormwater Management Program. Responds to complaints, conducts field inspections and water quality monitoring. Conducts inspections, plan reviews and site surveys for stormwater runoff compliance requiring the use of GPS and other computer based survey equipment. Assists in conducting environmental education programs for the public at schools,

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conferences and workshops. Compiles data and completes forms and reports as required by State and Federal regulations for MS4 communities. Maintains electronic and physical records as needed. Inspects City stormwater infrastructure, including outfalls, detention and retention facilities and catch basins. Conducts routine sampling and testing of stormwater runoff for illicit discharges as required. Identifies issues of non-compliance, illicit discharges and coordinates maintenance and repair orders with Public Works Department. Responds to calls regarding stormwater issues, investigates issues and coordinates remediation with Public Works Department. Assists work crews as needed. While performing the duties of this job, the employee works in an inside office setting as well as outside in weather conditions of all types. Use of manual and power tools may be hazardous if used improperly. Employee must use all safety issued equipment properly in the performance of the duties of this position, improper neglectful use adds a hazard to the job being performed. The employee may be exposed to fumes or air borne particles, toxic or caustic chemicals. Noise level in the work environment may be loud.

1	Maintains the required confidentiality of all work.
2	Performs tasks for the various needs of the Stormwater Management Program of the Public Works Department.
3	Will assist the Public Works Director to manage Stormwater Management program.
4	Exercises independent judgment to make decisions regarding required adjustments to schedule and/or staffing assignments.
5	Responds to complaints at the curb; resolves complaints within scope of authority; explains actions to the Director.
6	Any and all other duties assigned by the Public Works Director.

3. MEASURES OF PERFORMANCE:

1	Has a thorough understanding of job duties.
2	Shows an interest in job and City. Represents the City in a professional and ethical manner.
3	Communicates effectively with subordinates, co-workers and supervisors. Maintains positive relationships with co-workers, City officials, the public and all contacts.
4	Accepts and adapts to change, Learns new things quickly.
5	Cares about quality-rarely makes errors, Requires little direct supervision, able to work independently.
6	Has ability to multi task in changing situations, without undo stress or frustration.

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7		Practices quality employee/customer service/phone manner/public engagement.
8		Accurate in duties as assigned.
9		Prepares required reports, forms and documents accurately and timely.
10		Strives to develop and maintain skills necessary to progress in the Stormwater Technician position. Seeks opportunities to grow and develop in position.

<p>I have reviewed, and understand the task and duty description. The job description is not exhaustive, but is merely an accurate list of the current job. Supervision reserves the right to revise the job description or require that other tasks be performed when the circumstances of the job change: example, emergencies, changes in personnel, workload or technical development.</p>			
Employee	Date	Supervisor	Date