

# Program Coordinator for Stormwater Management

The Department of Water Environment Protection is the public utility responsible for wastewater treatment for Onondaga County's Consolidated Sewer District. With over 2,000 miles of pipes, 160 pump stations and six wastewater treatment plants, operating and maintaining WEP's infrastructure requires a diverse workforce. WEP is seeking a Program Coordinator for Stormwater Management to develop, coordinate and implement a stormwater control program to reduce pollutants in runoff from county facilities.

## MINIMUM QUALIFICATIONS

Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a baccalaureate degree in civil engineering, chemical engineering, sanitary engineering, environmental engineering, environmental science, natural resources management or a closely related field and two (2) years of professional level work experience, or its part time equivalent, in water quality management, stormwater management, water pollution control or a closely related field

or  
Six (6) years of paraprofessional or professional level work experience, or its part-time equivalent, in water quality management, stormwater management, water pollution control or a closely related field, two (2) years of which must have been in a professional level capacity

or  
An equivalent combination of training and experience as defined by above

## SKILLS

- Good knowledge of the principles, practices, methods and techniques of stormwater management.
- Good knowledge of local, state and federal rules and regulations relative to stormwater control activities.
- Good knowledge of permit requirements regarding stormwater control.
- Working knowledge of sources of information regarding pending changes in stormwater legislation requirements.
- Ability to develop, coordinate and implement a stormwater control program.
- Ability to develop, implement and evaluate new and revised policies, procedures, methods and standards relative to stormwater control.
- Ability to prepare education and outreach materials.
- Ability to educate and inform the public regarding stormwater control activities.
- Ability to establish and maintain effective working relationships with county personnel, professional staff and public officials.
- Ability to maintain records and prepare reports.
- Ability to communicate both orally and in writing

## Responsibilities

A successful Program Coordinator will work under the general supervision of a Sanitary Engineer III to develop written policies and procedures to carry out every facet of the county's stormwater compliance program and related work.

- Tracks and ensures compliance with general stormwater permits.
- Develops and implements a stormwater control retrofit program that addresses runoff from county owned sites to correct or reduce existing pollutant loading problems.
- Establishes policies and procedures for retrofit project permitting, design, funding, construction and maintenance.
- Establishes and oversees implementation of an annual reconnaissance inventory/inspection of every county outfall within the Syracuse Urban Area.
- Ensures that sources of suspected illicit discharges are tracked down and eliminated; develops written procedures for illicit discharge detection, track down and elimination.
- Ensures that the county maintains appropriate mechanisms for construction runoff requirements through bid specifications, requests for proposals, standard contract provisions and internal policies.
- Develops and implements a program that educates construction site operators, design engineers and county staff regarding construction requirements including the submission of Stormwater Pollution Prevention Plans (SWPPPs), construction site inspections and other procedures associated with control of construction stormwater.
- Maintains an inventory of all county construction sites and stormwater control facilities (including construction, post-construction and outfalls); performs post-construction site inspections to ensure proper operation and maintenance.
- Establishes a map with boundaries of storm sewersheds associated with each county stormwater outfall.
- Ensures compliance with the permit requirements for pollution prevention/good housekeeping for municipal operations and facilities (e.g., street and bridge maintenance, winter road maintenance, storm system maintenance, vehicle and fleet maintenance, park and open space maintenance, municipal building maintenance, new construction and land disturbances, right of way maintenance).
- Identifies county facilities that need stormwater operation and maintenance plans and develops management practices, policies and procedures to reduce pollutants in stormwater runoff from county facilities.
- Coordinates and oversees county stormwater program with other Municipal Separate Storm Sewer Systems (MS4s).
- Provides technical assistance and coordination to county departments subject to stormwater compliance requirements.
- Documents and retains records regarding all general permit compliance activities; prepares and submits annual stormwater compliance reports to the NYS Department of Environmental Conservation (DEC).
- Serves as point of contact for the public and regulatory agencies; stays informed of changes in regulatory requirements.
- Develops and makes use of education and outreach materials, both for public distribution and for use with county personnel.
- Develops and implements appropriate public involvement/participation activities and measurable goals to help ensure the reduction of pollutants of concern in stormwater discharges.
- Maintains a county stormwater website.

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