

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 559

UTILITIES STORMWATER MANAGER

GENERAL

Highly responsible supervisory work in planning and directing the construction, maintenance and repair of stormwater drainage infrastructure. Responsible for maintaining stormwater quality and adherence to regulatory standards for the citywide stormwater compliance functions. Ensures a safe work environment for employees and the public. This is an essential position, which requires incumbents to report to work during catastrophic events. In case of such an event, incumbents may be required to work 12 hour shifts, seven days a week to help provide essential services to our customers. Under direct supervision of the Underground Utilities Field Operational Superintendent.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Maintains a high performing City organizational team and implements a Lean6 Sigma division as a respectable environmental steward. Manages the responsible use of water resources in regards to sustainable future development. Delivers city services in the most cost-effective, efficient manner while maintaining City reserves consistent with financial policies and accepted national standard.
- Administers established work rules policies and safe practices. Considerable knowledge of occupational hazards.
- Enforces regulations, policies and rules to be followed in accordance with city ordinances, department policies and governmental regulatory agencies.
- Recommends hiring, discipline and promotion of subordinates; authorizes leave and overtime; evaluates and rates staff performance. Mentors staff for job knowledge and growth opportunities.
- Ensures the safety and proper use of equipment and motor vehicles. Annually registers employees for training as required by the NPDES permit. Coordinates safety training for all the employees within the division.
- Directs preventive maintenance programs; oversees movable and fixed assets inventory; prepares annual Divisional program and CRP budgets, Capital Improvement Projects and Equipment Replacement programs. Reviews/approves purchase requisitions and assigns account numbers.
- Research, review, negotiate, prepare and provide service contracts for various utility services.
- Utilize and perform electronic EPlan software review and comment on plan submittals.
- Essential First Responder, extended work hours during and after hurricanes or other disasters to manage and coordinate emergency or disaster related activities. Performs related work as required.
- Respond to citizen calls for service and assign crews for repairs. Communicates vision and professionalism to internal and external customers.
- Consult with engineers regarding new construction and make recommendations to old construction. Maintain service and maintenance records of underground Stormwater Utilities.
- Keeps daily and yearly records on all Best Management Practices (BMP's) for NPDES annual report. Maintain knowledge on Federal (EPA) and State (DEP & SFWMD) regulatory changes concerning NPDES permitting and compliance.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of NPDES regulatory responsibilities associated with the Broward County Inter local agreement.

- Knowledge and experience in the installation, maintenance and repair of all sizes of drainage pipes and catch basins.
- Knowledge of all tools, equipment, materials and methods used in storm water functions.
- Skill in using Microsoft Office
- Ability to interpret blueprints for construction.
- Ability to provide for safe working conditions for subordinates.
- Ability to mentors and guides staff to increase staff skill level, morale and efficiency.
- Ability to prepare and oversee annual operations and capital improvement budgets.
- Ability to follow oral and written instructions, keep record and make reports.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance

MINIMUM QUALIFICATIONS

Associates degree in Management, Engineering or Construction, or related field required. Extensive experience in general storm water operations. A Stormwater FWPCOA Level “A” Certification required and an FDEP Storm Water, Erosion and Sedimentation Control Certificate. Preferred GIS and Hydraulic modeling knowledge.

(A comparable amount of training and experience may be substituted for the minimum qualifications)

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform strenuous manual labor. Ability to lift up to 50 lbs.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate CDL (Class B) Florida driver's license with a tanker endorsement and an acceptable driving record.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions)

11/2019

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 30/50

Location: Utilities Field Operation

GERS: Regular Class