

# CITY OF MILL CREEK

## POSITION DESCRIPTION

**POSITION TITLE:** Surface Water Program Coordinator      **JOB CLASSIFICATION:** Engineer – Journey level  
**DEPARTMENT:** Public Works & Development Services      **REPORTS TO:** City Engineer  
**SALARY GRADE:** 18      **FLSA EXEMPT:** Yes  
**REPRESENTATION:** AFSCME      **Approvals: CM:**  **date:** AUG 25 2021  
**Approvals: HR:**  **date:** 8.25.2021

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### **GENERAL DESCRIPTION:**

Under the supervision of the City Engineer, the Surface Water Program Coordinator is the lead for maintaining the effectiveness of the City's surface water utility and implementing compliance with the City's Western Washington Phase II Municipal Stormwater Permit. Essential job functions and duties are outlined below. The ideal candidate is a team player who can also self-manage efficiently and take ownership of their work. Surface water management in western Washington is a growing and changing field, and training and professional growth opportunities are both provided and encouraged.

### **ESSENTIAL JOB FUNCTIONS:**

1. Implement, support, and manage City compliance with the City's Western Washington Phase II Municipal Stormwater Permit (MS4 Permit) program requirements, including preparing Annual Reports, Stormwater Management Program (SWMP) Plans and other documentation as needed to comply with the MS4 Permit conditions.
2. Identify, develop, implement, and manage all necessary City policies and activities needed for MS4 Permit compliance policies, including department training, record keeping, and code enforcement.
3. Develop, maintain, and communicate to City colleagues and the general public a current knowledge and understanding of MS4 Permit requirements and regulatory trends as necessary to function as a City subject matter expert.
4. Implement, coordinate, and maintain a system for tracking of all MS4 Permit requirements and the City of Mill Creek's activities to comply with these conditions and requirements. This includes, but is not limited to: public education and outreach, public involvement and volunteer participation programs, illicit discharge detection and investigation, spill reporting, water quality test reporting controlling runoff from development/construction, and annual report preparation.
5. Maintain and manage the City implementation of an illicit discharge detection and elimination program. Develop and coordinate improvements to the program as needed. Implement and coordinate with City personnel and members of the public field identification and investigation of sources of pollutants entering stormwater utility systems. Educate property owners on the importance and types of pollution sources, conduct pollution source control inspections for local businesses, conduct and coordinate outfall screenings and other pollutant source-tracking, and assist with complaint investigations, correction methods, and/or code enforcement activities as needed to support elimination of pollutant sources through appropriate means. Communicate reliably and effectively with affected members of the public and monitor improvements to ensure effectiveness and sustainability.
6. Assist and support the City Spill Reporting program, including developing and coordinating spill reporting documentation and communication with the Department of Ecology and other agencies. Develop and maintain spill reporting education activities for City departments, outside franchises providing public services in the City, and the general public.
7. Implement and monitor water quality sampling and testing of surface waters and stormwater facilities as a part of the City on-going surface water monitoring programs. This includes developing and implementing protocols, field sampling activities, coordinating analytical laboratory testing, and creating and maintaining spreadsheets to analyze data and monitor trends. This includes regular data reporting to the Department of Ecology.
8. Perform and coordinate field inspections of public and private stormwater facilities. Maintain inspection records, and communicate inspection results with either City maintenance staff or private stormwater facility owners.

9. Prepare and maintain a tracking system for regular and responsive maintenance of City stormwater facilities as required by MS4 Permit compliance. Coordinate maintenance needs with the City Engineer and the Public Works Supervisor for the City's operations and maintenance personnel. Assist and support the City Engineer in developing and managing additional outside contracts for surface water utility maintenance work.
10. Identify and tracking grant funding opportunities to support, maintain, and/or improve the City surface water utility and City surface water management programs. Assist in the preparation of grant application materials. Maintain and implement grant documentation and reporting requirements in coordination with the City Engineer and the City of Mill Creek Finance Department.
11. Conduct research and study new methods and applications related to surface water utility and/or surface water/drainage management; develop and present recommendations to City management based on best practices, field observations and technical expertise.
12. Assist with meetings with citizens and citizen groups, homeowners' associations and business associations as necessary to respond to inquiries, complaints and requests from property owners and the general public that related to surface water management subjects.
13. Assist the City Engineer in the development of sustainable standard operating procedures (SOPs), public and private development standards, and similar plans for City personnel when related to the surface water utility, surface water/drainage management, and/or MS4 Permit compliance.
14. Assist and support the City Engineer in reporting, both verbal and in writing, on surface water utility and/or MS4 Permit compliance subjects to City Council, the City Manager, the Director of Public Works and Planning Services, City Commissions, outside governmental and community organizations, and members of the general public as needed.
15. Assist in maintaining and improving the availability and accuracy of surface water utility and surface water management geographical data in the City's geographic information system (GIS) database.
16. Participate, when availability allows, in surface water permittee coordinator meetings and other professional association networks; represent the City in external coordination groups.
17. Maintain public records of all activities in accordance with State and City laws, policies, and requirements. Assist and support, when necessary, the City's response to public records requests pertaining to surface water utility and/or surface water/drainage management matters. Support confidentiality, respect, and professional courtesy for work-related issues, including but not limited to customer, employee, and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned to be performed as needed to support the needs of the engineering services team.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Knowledge of:**

- Detailed and comprehensive understanding of the content and organization of both the 2014 revision of the 2012 Stormwater Management Manual for Western Washington (SMMWW) and the new 2019 Stormwater Management Manual for Western Washington (SMMWW).
- Federal and state laws and policies governing and relating to conservation of clean water in the State of Washington, surface water utilities, and surface water/drainage management subjects. In particular, knowledge and understanding of all requirements of the current Western Washington Phase II Municipal Stormwater Permit (2019-2024).
- Knowledge of the requirements of the previous Western Washington Phase II Municipal Stormwater Permit (2013-2019) is helpful, but not necessary. Knowledge of local Mill Creek Codes relating to the surface water utility and/or surface water/drainage management is helpful, but not necessary.
- Correct English usage, grammar and vocabulary at the college graduate level.
- Current MS Office software applications.
- Familiar with GIS based applications for design, mapping, and asset management functions.

#### **Ability to:**

- Work effectively in an organization and community committed to advancing principles and practices of STAR: Service, Teamwork, Accountability, and Respect.

- Maintain regular, predictable and reliable attendance during scheduled hours. Ability to work effectively with others in a remote work environment as required.
- Manage contracts, develop concise and accurate staff reports and visual materials, conduct research, create written technical documents, and other coordination and communication as needed in support of essential functions.
- Interpret, apply, and explain federal, state, and local codes, regulations, policies, and procedures.
- Analyze water quality and pollutant source tracking data, and draw conclusions about pollution sources, potential pathways, and potential and actual impacts.
- Interpret engineered drainage plans and details.
- Interpret and analyze technical information related to land use proposals, studies, and related decisions.
- Effectively utilize a variety of computer software applications, including Microsoft Office and GIS (ArcGIS) software.
- Field work when required.
- Communicate effectively, accurately, and professionally, both verbally and in writing, in person, on the telephone, by email, and through online audio and video conferencing.
- Plan, organize and lead complex projects, programs, and activities.
- Make verbal presentations and lead meetings.
- Multi-task and manage a variety of concurrent projects and tasks, including ability to prioritize, estimate, and manage time and resources in a timely and accurate fashion. Ability to perform independently with little direction, balanced with regular coordination with supervisors and other team members to keep them informed of problems, progress, and emerging issues.
- Meet schedules, budgets, commitments and deadlines.
- Establish and maintain effective working relationships with a wide variety of people, including members of the general public, City staff of many disciplines, special interest groups, City commissions, appointed and elected officials, representatives of Snohomish County and other governmental organizations, and other.
- Work cooperatively and collaboratively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

#### **MINIMUM REQUIREMENTS:**

##### **Experience and Education/Training:**

- Bachelor of Science in environmental science, civil or environmental engineering, biology, water resources, or a related field. Equivalent combinations of education and additional work experience may be considered, if appropriate to the position responsibilities.
- At least two (2) years of relevant experience in stormwater and/or surface water management, stormwater and/or surface water/drainage engineering design, and/or regulatory compliance related to stormwater and/or surface water management.

##### **Licenses/Certifications required:**

- Valid Washington State driver's license and an insurable driving record, or ability to obtain them within one (1) month of hire.
- Certification as an Erosion and Sediment Control Lead (CESCL), or ability to obtain within twelve months of hire.

##### **Preferred:**

- Competent with ESRI ArcGIS software.
- One (1) year of experience inspecting stormwater and/or surface water utility facilities, structures, and/or best management practices (BMPs).
- Two (2) years of working with or for a local government, with experience in either a Public Works and/or Planning Department preferred.
- Experience with Western Washington Phase I and/or Phase II Municipal Stormwater Permit requirements.

#### **PHYSICAL REQUIREMENTS / WORKING CONDITIONS:**

This position generally works in an office environment at City Hall. However, this position requires frequent and sometimes unscheduled travel to a variety of field locations, both indoors and outdoors, including, but not limited to: naturally and invasively vegetated areas, City streets and sidewalks, single- and multi-family residential properties, businesses and other commercial properties, and active construction sites. Field work may involve work in all weather conditions.

Employee may be exposed to noise from basic office operations while in the office. Potential field work activities and conditions include vehicular traffic in public rights-of-way and private parking lots (including noise exposure), operating construction vehicles and equipment (including noise exposure), walking, balancing, and performing work in both even and uneven terrain, proximity to physical and/or chemical pollutant exposures, walking with hand tools and similar field equipment, lifting up to 80 pounds, and physical movements such as walking one or more miles, pulling, pushing, and stooping.

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file with the City.