

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Erosion & Sediment Control Coordinator	BAND/LVL:	Prof I
DEPARTMENT:	Planning & Development Services	JOB NO:	3360
DIVISION:	Building Safety	DATE:	3/25/12
REPORTS TO:	Assistant Code Administrator	FLSA STATUS:	NE
FULL-TIME:xxx _____ PART-TIME: _____ TEMPORARY: _____		COST CENTER:	608

REPLACES: Erosion & Sediment Control Coordinator

DATE: 8/18/08

JOB SUMMARY STATEMENT:

Responsible for coordinating all aspects of the City's erosion and sediment control programs related to site development and building construction; including planning, monitoring compliance with Federal requirements, review of field operations, quality control, technical support, policy analysis, educational outreach and training. Responds to individual citizens concerns and provides advice. Coordinates with other City departments on erosion and sediment control issues. Provides guidance for enforcement of Erosion and Sediment Control (E&SC) regulations; monitors E&SC violations and issues; provides field verification of E&SC plans; conducts quality assurance reviews; and provides field observations. Communicates E&SC regulations, requirements, and observations to the development community and related subcontractors. Assists in emergency operations.

DUTIES AND RESPONSIBILITIES:

1. Coordinates all aspects of the City's erosion and sediment control program as specified in the Unified Development Ordinance to include preparation of action and implementation plans, routine reporting and providing recommendations and program analyses. Coordinates with Division Managers, supervisors and staff throughout the City regarding responsibilities. Prepares data for the annual National Pollutant Discharge Elimination System (NPDES) compliance report and coordinates with Public Works staff. Maintains records, logs, documentation related to compliance and prepares quality assurance materials.
2. Monitors changes to federal and state erosion and sediment regulations. -Communicates regulations, requirements and observations to the responsible staff.
3. Conducts review of field operations related to E&SC inspection and enforcement activities for single family residences, multifamily, commercial and public works projects. Provides recommended changes to procedures and practices as necessary.
4. Provides technical training on E&SC for City Staff as related to site development and building construction. Periodically attends pre-construction meetings to convey E&SC requirements and maintain awareness of new land disturbance activities. Provides education and outreach material to developers, contractors and homebuilders.
5. Reviews the City's regulations, ordinances and procedures related to E&SC and recommends updates to remain compliant with Federal requirements and industry standards. Coordinates with Water Quality Specialist to ensure compliance with NPDES permit requirements.
6. Reviews erosion and sediment control plans submitted to Engineering services for proposed projects. Provide technical assistance to plan review engineers.
7. Serves as primary contact for developers, contractors, public, other City Departments, and Development Services staff when E&SC technical or procedural questions or concerns arise. Provides E&SC technical assistance as needed. Coordinates and develops partnerships with other area municipalities and agencies concerning erosion and sediment control issues.
8. Issues Notices to appear in Municipal Court. Compiles evidence, consults with Prosecutor's Office regarding legal action and prosecution of violators. Attends and testifies at arraignment and trial.
9. Prepares memos and correspondence regarding the erosion and sediment control violation or in response to specific issues. Discusses enforcement issues or problems with general public or City Staff.

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10. Provides ongoing reviews, updates and improvements to the City's ESC design criteria, construction specifications and drawings.
11. Assists in emergency management operations.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in Agricultural or Geotechnical Engineering, Landscape Architecture, Natural Resource Management, Geology, Environmental Studies or Environmental Science or other earth science related field. Possession of an appropriate valid driver's license required. Must maintain an insurable driving record.

EXPERIENCE:

Three years of construction, inspection or design experience; including one year of experience in E&SC construction, inspection, design or plan review. Understanding of watershed management planning and management techniques consistent with the City's current program preferred.

Must obtain certification as a Certified Inspector of Sediment and Erosion (CISEC) within two (2) years from date of hire

SKILLS:

1. Analytical skills, including research skills, ability to interpret data, conceptualize, analyze information, and write formal recommendations based on findings.
2. Attention to detail
3. Must have a working knowledge of personal computers and software applications such as word processing
4. Human Relations/Interpersonal skills
5. Time management skills
6. Project management skills
7. Excellent oral and written communication skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to prioritize multiple tasks
6. Ability to read, comprehend and apply City codes and regulations to ensure compliance
7. Ability to read and understand building plans and specifications
8. Ability to carry out assignments through oral and written instructions
9. Ability to work independently
10. Ability to work in hectic environment with many interruptions
11. Ability to analyze and recommend possible solutions
12. Ability to learn and understand PC software applications
13. Alpha and numeric recognition
14. Ability to establish and maintain harmonious working relationships with subordinates, contractors, engineers, developers and the general public

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PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate City vehicles
3. Ability to operate surveying equipment, such as level and transit
4. Hand and eye coordination adequate for computer data entry
5. Ability to travel and tour worksite within the City in adverse environmental conditions
6. Ability to adjust to temperature extremes

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):
 None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occc. To frequent	even and uneven surfaces
Walking	Occc. To frequent	even and uneven surfaces
Sitting	Occc. To frequent	motor vehicle operation / data entry
Driving	Occc. To frequent	motor vehicle operation; automatic transmission
Bending	Occasional	various postures required to complete inspection
Stooping	Occasional	various postures required to complete inspection
Twisting	Occasional	various postures required to complete inspection
Kneeling	Occasional	various postures required to complete inspection
Squatting	Occasional	various postures required to complete inspection
Crawling	not applicable	
Stairs	Occc. To frequent	streets / curbs / homes
Ladders	Occasional	interior inspection of ceiling - 2-3 step ladder

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
computer	20 lbs.	floor to waist	occasional	variable	one or two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
computer	20 lbs.	up to 500 ft.	occasional	variable	shoulder strap optional

PUSHING	FORCE	FRQUENCY/DUR	DESCRIPTION
not required			

PULLING	FORCE	FRQUENCY/DUR	DESCRIPTION
not required			

REACHING	DURATION	DESCRIPTION
Above shoulder	occasional	required during inspection
At shoulder level	occasional	required during inspection
Below shoulder level	frequent	required during inspection / driving

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FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	motor vehicle operation
Pinching	frequent	motor vehicle operation / handling documentation
Wrist Flexion / Extension	frequent	motor vehicle operation; data entry; office requirements
Wrist Pronation / Supination	frequent	motor vehicle operation; data entry; office requirements

Utilization of keyboard, mouse device, and telephone are required during data entry and contacting residents.