

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Water Quality Specialist	BAND/LEVEL:	Prof I
DEPARTMENT:	Public Works	JOB NO:	3100
DIVISION:	Stormwater Engineering	DATE:	3/25/12
REPORTS TO:	Supervisory Civil Engineer	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 311

REPLACES: Water Quality Specialist

DATE: 2/1/2001

JOB SUMMARY STATEMENT:

Provides technical, field, education, and enforcement support to implement all aspects of the City's stormwater quality programs. Conducts inspections of illicit discharges to the City's storm drainage system. Collects chemical and biological samples for water quality analyses. Supervises work of temporary crews and interns assigned to assist with data collection. Assists in implementation of erosion and sediment controls on construction sites. Develops and conducts public education programs on water quality and conservation. Works to develop and foster regional and City-wide partnerships with other agencies and the private sector. Responds to individual citizen concerns. Advises and assists public and City departments on stream management, land conservation and stream restoration. Prepares compliance reporting and written documents. Assists the Stormwater Engineer in other managerial and technical aspects of the City's water quality programs.

DUTIES AND RESPONSIBILITIES:

1. Inspects and monitors the public storm sewer system, including dry weather outflows, to detect and eliminate illicit discharges. Responds to complaints from the public regarding illicit discharges to the stormwater system and follows through on complaints, taking remedial or enforcement action as needed.
2. Collects chemical, biological or other water quality samples and the taking of any related field measurements for water quality monitoring. Performs field work year-round to assess storm sewer and in-stream conditions.
3. Supervises the work of interns and internal works crews temporarily assigned to assist in the collection of water quality samples or in the response and investigation of illicit discharge complaints.
4. Provides technical support, monitoring and enforcement of erosion and sediment control from public and private construction sites, working in conjunction with Engineering Services Division and with Public Works project inspectors and project managers.
5. Develops and conducts public education and public involvement outreach programs for stormwater protection and water quality to school groups, community groups, Governing Body meetings, and other venues. Coordinates with the City's Communication Manager on environmental publications and prepares written education pieces for the City's website, Overview newsletter and other outlets. Prepares photographs, charts, videotapes, exhibits, maps and display boards for meetings and public hearings. Answers questions from consultants, contractors, citizens, etc.
6. Works on regional and metropolitan initiatives to develop water quality education, enforcement, and other programs. Serves as an active member of task forces, committees, and inter-agency working groups. Groups include, but are not limited to, the Johnson County Stormwater Program, the Mid-America Regional Council (MARC), the Kansas Association for Conservation and Environmental Education (KACEE), and the Kansas Alliance for Wetlands and Streams (KAWS). Acts as a liaison to local nonprofit and conservation groups and builds up local partnerships.
7. Works with Stormwater Engineer, Community Planning & Services Division, Public Works Maintenance Division, and others to implement the Stormwater Pollution Ordinance, which governs City response to reports of illegal dumping or other pollution of storm drainage systems. Assists the division in preparing standard operating procedures and guidelines for enforcement response. Conducts and/or assists in annual water pollution prevention audits of City facilities and give recommendations for enhance pollution prevention.

Title: Water Quality Specialist
Cost Center: 311
Date: 3/25/12
Page 2

8. Works with Stormwater Engineer, the Parks and Recreation Department, the City Forester, and other specialists to develop land conservation projects and promote stream, prairie, and forest preservation and reclamation projects within the City. Works to develop a network of supporting professionals to assist private land owners interested in such techniques, and in supporting the Planning and Development Services division with advice on private development proposals.
9. Works with Stormwater Engineer and other departments to implement all aspects of the City's compliance with Clean Water Act and NPDES requirements, including preparation of 5-year goal and action plans, annual implementation plans and ongoing reporting. Advises Stormwater Engineer and senior management regarding future initiatives or problem areas. Maintains records, logs, and documentation related to compliance and prepares quality assurance materials.
10. Prepares compliance reports for Kansas Division of Health and Environment (KDHE), the Environmental Protection Agency (EPA) and other local, state, and federal agencies with stormwater and water quality requirements.
11. Performs other duties as required to support the stormwater management program or the other functions of the Public Works Department. Provides support to emergency operations as required.
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:

A Bachelor's degree in Biology, Ecology, Botany, Natural Resources Management, Environmental Studies or other environmental, ecological, or conservation related science or discipline. Bachelor of Science degree with strong coursework in applied sciences is preferred. Possession of an appropriate, valid driver's license. Must maintain an insurable driving record.

EXPERIENCE:

Two to four years experience working with governmental, private, or non-profit agencies in the areas of water quality, conservation, public education or environmental sampling. Work of extracurricular experience of public speaking and teaching desired.

SKILLS:

1. Analytical skills, including research skills, ability to interpret data, ability to conceptualize, ability to analyze information, and ability to write formal recommendations based on findings.
2. Attention to detail.
3. Basic mathematical and accounting skills.
4. Computer software – presentation skills.
5. Computer software – spreadsheet skills.
6. Computer software – word-processing skills.
7. Facilitation skills, including curriculum/agenda development, marketing skills, ability to help group's focus, ability to use group decision-making to gain commitment, and/or ability to encourage participation.
8. Human Relations/Interpersonal skills.
9. Leadership skills, including strategic planning skills, goal-setting skills, assessment skills, collaboration skills, and complex decision-making skills.
10. Project management skills, including organization, coordination of duties, and/or accomplishment of goals.
11. Public speaking/presentation skills.
12. Supervisory skills, including motivation, delegation of duties, evaluation, etc..

Title: Water Quality Specialist
Cost Center: 311
Date: 3/25/12
Page 3

13. Time management skills, including the ability to manage multiple concurrent projects and meet deadlines.
14. Written and oral communication skills.
15. Knowledge of biology, chemistry, physics, and ecology.
16. Field observations and data gathering skills, including note-taking, sample collection, and field measurements.
17. Knowledge of Clean Water Act and NPDES regulatory programs, requirements, and framework.

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 and comprehend federal, state, and local policies and regulations.
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 a 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.

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push and pull.
2. Ability to make and receive phone calls.
3. Ability to distinguish smells.
4. Ability to operate City vehicles.
5. Ability to operate power and/or hand tools, such as loppers, saws, hammer, pot-drivers, level, rod, tape.
6. Ability to work in confined spaces.
7. Hand and eye coordination adequate to input computer and typewriter.
8. Exposure to chemicals, fumes, dust, sprays, fogs, mists.
9. Exposure to extreme temperatures.
10. Ability to lift 50 lbs. and transport 50 feet.
11. Ability to push/pull up to 50 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Indirect: Summer interns and temporary field crews

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.