



STORMWATER COORDINATOR

Salary Grade 18 – Minimum \$43,824 – Maximum \$66,371

Job Posting Until Filled

GENERAL STATEMENT OF DUTIES: Performs administrative technical work and coordinating in the field the interpretation and enforcement of applicable codes and requirements related to the City of Belmont as set forth by the State of North Carolina and its Stormwater Phase II programs. The purpose is to oversee the maintenance and upkeep of the Stormwater Services and its billing database. Other Stormwater requirements will include documentations through Geographic Information Systems (GIS) with knowledgeable references with computer software packages and computer database entries such as OASIS. Performs related work as directed. Work is performed under the regular supervision of the City Engineer/Assistant City Engineer or Public Works Director.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class ensures billing accuracies relating to residential or commercial properties and their impervious area of a developed parcel and calculates the service charge (Stormwater Fees) based on that total area; tracks all modifications made in the database and other databases that affect Stormwater services and billing. Submits changes in the Stormwater billing structure to the accounting technician for the purpose of accurate file keeping. Conducts field appraisals to verify and update existing parcel records and appraisal data. Assists customer service representatives and accounting clerk in explaining service changes to inquiring customers; Assists various county staff if called upon in generating and preparing reports from OASIS database and/or other databases for Stormwater information.

ESSENTIAL JOB FUNCTIONS: Conducts field inspections and records all relative found information through Geographic Information Systems (GIS), Engineering, Planning and Zoning and Public Works for the purpose of documentation of the City's mapping and aerial photography, etc.

Research billing cases to identify any problems or related problems in need of re-working or additional research; prepares listing of all billing cases for city records and accounting purposes.

Monitors and enters property data from county records updates files for new parcels. Interprets Stormwater data and reviews all stormwater activities relating to local, State and Federal requirements.

Assists in developing guidelines and researching multiple property areas; including creeks, streams, tributaries, storm pipes, street catch basins and other problem areas relating to stormwater runoff and its impact on the City's major river basins.

Assists with research of parcel identification; handles tracking and identifying properties where incomplete information is available; provides information about stormwater bills, verification of ownership or address or square footage, legal description and other important factors relating to enforcement of the Stormwater permitting. Accurate mapping, record keeping and documentation a must.

Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce quality work which consistently meets established standards and expectations of the Stormwater Department. Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, polices, standards, and prescribed procedures. Provides sufficient correspondence relating to Stormwater issues to the City Engineer/Assistant City Engineer, Public Works Director, City Manager, and other city officials as needed.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves physical activities relating to extensive walking on hilly terrain and

wooded areas. Employee should be able to exert over 50 pounds of force occasionally to move objects, catch basins and manhole lids. Physical activity related to this position many include stooping, kneeling, crouching, reaching, standing walking, fingering, grasping, feeling, talking, hearing, and repetitive motions. Sufficient visual acuity is required to visually inspect various field locations. An employee in this position will be exposed to indoor and outdoor environmental conditions; subject to hazards including working in high places, tight quarters, wooded streams with exposure to some possible environmental factors such as chemicals, toxic/poisonous agents, pathogenic substances, dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature, traffic hazards, animals/wildlife, and subject to extreme heat and cold, noise and vibrations. Adheres to all established safety and housekeeping standards as required of all city employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles and practices of engineering, public works, and utility type activities. Knowledge of administration, planning, engineering and required principles and practices as they relate to public works functions especially within the State Stormwater suggested policies. Must be able to learn the cities streets and stormwater drainage system and document related street/stormwater issues as they originate from various properties through out the City. Thorough knowledge of computer related equipment associated with GIS and GIS entries. Thorough knowledge of computerized programs and mapping capabilities. Ability to plan, organize and communicate to city management on various stages of Stormwater findings. Must be able to communicate effectively both orally and in writing with general public and various civic groups on the educational concept of Stormwater. Ability to maintain effective working relationships with City officials, City management, other public officials, employees, contractors, and the general public. Must be willing to study and pass related schooling associated with Stormwater terminology and professional languages used within the State assisted programs.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from accredited college or university with a bachelor's degree in business communications or related field such as Civil Engineering or other professional services.

Knowledge of management programs or administrative position in a public works department; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must possess a valid North Carolina driver's license.

HOW TO APPLY: Submit Application with resume online at www.cityofbelmont.org or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont NC 28012. Pre-Employment drug screening is required.

Equal Opportunity Employer