

CLASS TITLE: STORMWATER QUALITY MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for oversight and compliance with applicable local, state, and federal laws pertaining to municipal stormwater discharge, including monitoring, education, investigation, inspections, and enforcement, ensuring the health of Tulsa's environment and its citizens, and overseeing the City's Household Pollutant Collection Facility (HHP) and performs other related assigned duties.

ESSENTIAL TASKS:

- Oversees and manages day-to-day monitoring and enforcement activities to ensure compliance with the City's Stormwater permit and all applicable local, state, and federal laws
- Manages the activities and staff associated with the City's Household Pollutant Collection Facility
- Manages contractors associated with the Household Pollutant Collection Facility, performs analytical bacteria monitoring, works on media and community outreach programs, and generates promotional materials
- Manages personnel, including hiring and providing with safety training, and ensuring employees have the knowledge and ability to perform their work efficiently and safely
- Enforces city ordinances and applicable laws through enforcement actions against violators who pollute the City's Stormwater system
- Drafts and reviews reports, notices, and other documentation submitted to regulatory agencies and management Reviews state and federal mandates and regulations that impact the City and identify necessary operational changes, ensuring best practices are utilized and tracking compliance
- Develops, implements, and monitors programs to assist the overall operations of Stormwater Management, including developing maintenance maps and permit coverage at the City's Land Reclamation Site
- Prepares and tracks the sections budget and provides informational feedback to other City departments and management, advisory boards, and state agencies regarding the MS4 funding
- Presents to the public, creates media campaigns, and oversees the implementation of Stormwater Quality Division brand and materials
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 120 hours from an accredited college or university and four (4) years of experience related to stormwater discharges and MS4 discharge permits including at least 2 years of supervisory experience in a regulatory or laboratory environment;

Knowledge, Abilities and Skills: Knowledge of various public works programs and operations; knowledge of biological and analytical stream health components; knowledge of engineering, architectural, and landscape architecture principles related to low impact development; knowledge of marketing and public outreach campaign best practices; knowledge of federal, state and local laws, codes and regulations, pertaining to waste disposal and clean water standards; considerable knowledge of the principles, techniques and processes of stormwater runoff system water quality; knowledge of stormwater utility fees and budgeting requirements; ability to plan, supervise, and direct the work of others; ability to draft, edit, compile, prepare, and present comprehensive reports and presentations to internal and external customers;; and the ability communicate effectively across various mediums, such as presentations, meetings, and reports; ability to perform basic math. Skill with computers.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 50 pounds occasionally, and up to 20 pounds frequently; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, feeling, grasping, climbing, repetitive motion, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License and possession of a "C" Water/Wastewater Operator's as issued by the Department of Environmental Quality (DEQ) or ability to obtain within the time allotted by law; and certification of OSHA 40 hour Hazardous Material Response Training.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and occasionally outdoors and in inclement weather; and requires some travel to various locations to conduct inspections. May be exposed to hazardous materials, such as chemicals, blood, and other bodily fluids, and environmental hazards.

Class Code: 1213

EEO Code : E-01

Pay Code: STE-43

Group: Engineering, Planning and Technical

Series: Professional Engineering

Effective date: December 15, 2021