

POSITION DESCRIPTION
STORMWATER PROGRAM MANAGER
Town of Zionsville, Indiana

Adopted by the Zionsville Town Council 2/1/2010

GENERAL PURPOSE AND DUTIES

Working under the policies, budgets, and directives established by the Zionsville Town Council and/or the Stormwater Board, the Stormwater Program Manager is responsible for all operations of the Stormwater Program and Stormwater Utility for the Town of Zionsville, including maintaining compliance with the Town of Zionsville's NPDES permit under 327-IAC 15-13 ("Rule 13"). Exercising appropriate discretion, the Manager's functional duties include:

- General administration and supervision of the stormwater program
- Maintenance of all stormwater infrastructure
- Management or support of stormwater related service projects and events
- Oversight or management of stormwater programs and capital projects
- Routine maintenance of storm sewers

TECHNICAL REQUIREMENTS

Working under the direction of the Street Department Superintendent, this position involves direct execution of technical tasks, requiring approximately 30% of work time.

- Operate equipment in backup or supplemental role to staff
- Monitor status of stormwater facilities through regular on-site inspections
- Gather information, evaluate proposals
- Interact with the public through written and verbal communications

MANAGEMENT REQUIREMENTS

This position requires a variety of administrative and management duties to carry out Program responsibilities. Management requires approximately 70% of work time, and is defined as planning, leading, organizing, and controlling.

- Prepare work plans and assignment requests for coordinating and utilizing staff
- Prepare and manage maintenance programs
- Manage capital improvement projects
- Maintain records, prepare reports on Program activities and projects
- Advise Town Manager, Town Council, Stormwater Utility Board and committees on technical and administrative matters regarding Department issues

Continued page 2...

ACCOUNTABILITY

The Manager reports administratively to the Street Department Superintendent, while maintaining responsibility for technical decisions of the Program and day-to-day operating decisions. As of 2010, the yearly operating budget is anticipated to be approximately \$625,000. Capital improvement projects administered may total up to \$150,000 in a year. Currently no direct staff administration is expected, but the Manager will be expected to coordinate with the Superintendent on staff administration for stormwater projects and maintenance.

SPECIAL CONSIDERATIONS

The nature of the work in the Stormwater Program requires personnel to be available on an emergency basis and to work extended hours as required. This position will also supplement and support other Street Department operations offering assistance as needed for winter-weather and other activities. Other situations of a non-emergency nature will require activity beyond the normal workday.

QUALIFICATIONS

This position requires a demonstrated technical knowledge of stormwater sewer systems maintenance and repair, including equipment use and design considerations. It requires the knowledge and capability to operate the tools and equipment normally used in stormwater system maintenance. It also requires a valid driver's license and the physical ability to walk in and observe construction sites.

This position requires the inter-personal skills to effectively coordinate and direct staff personnel, as well as interact with other Town employees and the public. Good verbal and writing skills are necessary. Sufficient computer skills to facilitate writing, scheduling, and planning tasks are desirable.

Minimum education qualification of an associate's degree, or equivalent, in stormwater, drainage or environmental issues, or related technical concentration is required. A related bachelor's degree is beneficial. Minimum work experience would include 5 years in a stormwater management related activity as well as experience in a project management role.