



# HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102, Burlington, VT 05401

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## STORMWATER PROGRAM MANAGER PUBLIC WORKS DEPARTMENT

**POSTING DATE:** August 4, 2016  
**RATE OF PAY:** \$65,892.32 annually  
**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** August 29, 2016  
**POSITION STATUS:** Regular Full Time  
**CLASSIFICATION GRADE:** 21  
**UNION:** Non-Union

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position provides leadership, regulatory oversight and technical guidance for stormwater management in the City that focuses on quality, quantity and management of stormwater, including management of public stormwater infrastructure.

#### **ESSENTIAL JOB FUNCTIONS:**

- Plans, organizes, oversees, and directs all aspects of the program, including legal and regulatory compliance; coordinates with the public, private businesses, and local, state and federal governmental agencies regarding the program as needed.
- Oversees compliance with the 6 minimum measures of the Phase II MS4 permit; prepare and submit Phase II annual reports and permit applications.
- Assists with compliance with the State Combined Sewer Overflow policy, including implementation of wet-weather mitigation.
- Oversees the development, implementation and administration of the Chapter 26 ordinance and associated compliance mechanisms, including creation and revision of necessary forms, workflow processes and record keeping in City database, as well as suggests revisions to the ordinance as necessary for program and policy improvement.
- Serves as the Department of Public Works representative for the review of plans for stormwater management (construction and post-construction), performance of inspections, and investigations of violations under the Chapter 26 ordinance.
- Meets with design engineers, contractors, landscapers and residents regarding administration of Chapter 26.
- Provides technical guidance in response to customer service requests related to drainage issues.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned program, service delivery methods, and procedures; identifies opportunities for improvement and recommends to the Assistant Director.
- Participates in the development, administration and oversight of the program budget; periodically reviews and makes recommendations regarding the adjustment of stormwater user fee rate to match anticipated expenditures
- Reviews and make determinations regarding stormwater fee appeals and stormwater credit applications.
- Develops watershed/ sewershed stormwater retrofit plans and programs to address stormwater quality/quantity improvement and combined sewer wet-weather mitigation goals or other regulatory requirements.
- Responsible for the management and oversight of stormwater infrastructure related activities, including:
  - scheduling inspections;
  - prioritizing repairs;
  - reporting on the condition of stormwater assets;
  - developing capital plans for existing system, and
  - coordination and management of capital construction activities related to stormwater infrastructure.
- Inspects permitted stormwater systems.
- Trains or schedules training for city departments, contractors and landscapers who work in Burlington.
- Develops outreach materials and outreach/public involvement programs and ensures the maintenance of a website and social media presence.
- Applies for and manages grants for stormwater programs and capital improvements.
- Represents the city at various public forums.
- Prepares, submits and presents reports to the Mayor, City Council, Public Works Commission and other committees regarding assigned activities.
- Maintains accurate records and files.
- Supervise Stormwater/GIS Technician position.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Must have a Bachelor's degree or higher from an accredited educational institution with applicable coursework/degrees in Hydrology, Geography, Environmental Engineering, Civil Engineering, Environmental Science, Environmental Policy and/or GIS with a minimum 3 years of experience in implementation of a stormwater and/or combined sewer wet-weather management program and ecosystem improvements or equivalent education, training and experience which provides the requisite knowledge, skills and abilities for the position.
- Must have strong knowledge of and experience with erosion prevention and sediment control operations and post-construction stormwater management and with an emphasis on green stormwater infrastructure techniques, including the preparation and/or review of plans and the performance of field inspections to ensure compliance with plans.

- Must have experience with project management, including the development of project scopes, budgets, schedules, procurement and project construction oversight.
- Must have knowledge and applied experience in stormwater design and watershed modeling with the use of appropriate computer software. Additionally, experience with H/H modeling using PCSWMM preferred.
- Must have working knowledge in the use and application of GIS, including asset inventories and asset management in an ArcGIS environment.
- Must have skill in public speaking with the ability to present public education programs.
- Must have demonstrated ability to effectively use computer equipment and related software including, but not limited to, competent in use of Microsoft Office Suite (Excel, Word, Powerpoint, Publisher) and GIS (ArcGIS).
- Experience with combined sewer systems and wet-weather mitigation strategies preferred.
- Experience in developing and implementing watershed planning that includes implementation of both grey and green stormwater infrastructure and use of structural and non-structural best management practices preferred.
- Knowledge of the working principles of Asset Management and experience with formal asset management planning and implementation (levels of service, asset inventories, condition assessments, inspections, risk assessments, life cycle costing and budgeting) for stormwater infrastructure preferred.
- Experience with utilities/roadway infrastructure in the public or private sector is preferred.
- Knowledge of methods, materials, procedures, and standard practices of construction, and experience in stormwater drainage and roadway maintenance operations preferred.
- Ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- Ability to exercise independent judgment within the limits of the position.
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Ability to handle various projects at the same time, work effectively under pressure and keep schedule on track.
- Ability to read, analyze and modify specifications and blueprints to ensure work complies with all contract specifications.
- Ability to establish and maintain good relations with his/her co-workers.
- Ability to obtain and maintain a valid Vermont State Driver's license required.
- Must be able to receive constructive criticism and react appropriately.
- Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit cover letter, resume and a City of Burlington Application to:** Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR). The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.