

CITY OF KALISPELL
AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

Class Title: **Environmental Coordinator**
Department: Public Works
Union: Non-Union
Salary: \$63,797 - \$81,665 DOQ
Benefits: 100% paid health insurance for employee & reduced rates for dependents.
State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays. This position may be participating in a *VEBA program.
FLSA: Non-Exempt
Date: January 12, 2023

A. GENERAL PURPOSE:

The principal functions of this position are to perform work to support the development, implementation, and compliance for the City's Small Municipal Separate Sewer Storm Systems Discharge Permit (MS4 Permit). The Coordinator performs field investigations/sampling, coordinates with stakeholders, and utilizes software programs to maintain permit programs and inventory of stormwater infrastructure. In addition, incumbent will support overall environmental compliance and permitting programs, which includes water quality and other environmental related support duties.

The principal duties of this class are performed in a mix of office and field environments, with the potential for exposure to a variety of weather elements and personal risks. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with other department personnel, co-workers, consulting engineers, other professionals, developers and contractors, government officials and agencies, and the general public.

B. SUPERVISION RECEIVED:

Works under general supervision of the City Engineer or their designate.

C. SUPERVISION EXERCISED:

None

D. ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. General

- i. It is expected that every employee should be on time, fully prepared, every day the employee is scheduled to work. We expect every employee to strive for perfect attendance.
- ii. Work assignments are made orally and in writing. Work is performed with considerable independence in judgment and decision making, within established policies, procedures, rules, regulations and guidelines. Work is reviewed through observation, conferences, and periodic reports and for results obtained.
- iii. The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

2. Program Management (80%)

- i. Responsible for the administration and compliance of the Small Municipal Separate Sewer Storm Systems Discharge Permit (MS4 Permit). This position coordinates City MS4 Permit activities and implements MS4 Permit policies and procedures.
- ii. Assists with the development and implementation of a stormwater quality sampling and Analysis Program that tracks the effectiveness of stormwater program investments and complies

- with MS4 Permit regulations including, but not limited to, plan development, equipment configuration and deployment, data analysis, and report preparation;
- iii. Derives water quantity and quality data from a variety of sampling and monitoring equipment installed within stormwater conveyance infrastructure, treatment structures, waterways, and groundwater wells;
 - iv. Purchases, installs, troubleshoots, and maintains specialized sampling and monitoring equipment, including, but not limited to, automatic samplers, grab samplers, turbidity meters, flow meters, pH meters, staff gauges, and data sondes;
 - v. Stores, analyzes, maintains, and summarizes a range of data sets, results, and conclusions through a variety of software, technical reports, databases, and spatial analysis (GIS);
 - vi. Coordinates the development and implementation of Public Outreach and Education and Public Involvement and Participation Programs that provide trackable behavior modifications and stormwater pollutant reductions, including, but not limited to, target audience identification, material and initiative development, performance assessment, and regulatory reporting;
 - vii. Coordinates the development and implementation of an Illicit Discharge Detection and Elimination Program that locates and eliminates pollution sources that may negatively impact public or waterway health, including, but not limited to, outfall screening, event response and resolution, party coordination, regulatory reporting, ordinance review and updates, and enforcement case administration;
 - viii. Coordinates the development and implementation of a Construction Site Stormwater Management Program that reduces the discharge of pollutants from active construction sites, including, but not limited to, permitting process management, site inspection, policy and standard development, ordinance review and updates, training coordination, and enforcement case administration;
 - ix. Coordinates the development and implementation of a Post-Construction Site Stormwater Management Program that addresses and regulates stormwater runoff from new and redevelopment, including, but not limited to, development site plan review, site inspection, design standard and policy formulation, ordinance review and updates, tracking, site inspections, and enforcement case administration;
 - x. Coordinates the development and implementation of a Pollution Prevention/Good Housekeeping for Permittee Operations Program that identifies and manages pollutants generated through municipal operations, including, but not limited to, pollutant identification, facility investigation, facility inspections, Standard Operating Procedure (SOP) development and integration, training development and coordination, and regulatory reporting;
 - xi. Consults with and provides technical assistance to industry professionals, business owners, and citizens regarding applicable design standards, infrastructure requirements, regulatory permits, and enforcement proceedings;
 - xii. Develops, organizes, and executes public presentations, lectures, printed material, recordings, and other publicity promoting the Stormwater Division, raising awareness at local, state, and national levels;
 - xiii. Prepares memorandums, permits, program proposals, contracts, publications, visual aids, displays, newsletters, and progress reports;
 - xiv. Examines and compiles a variety of information and materials from outside sources, summarizes the information, and prepares related reports accordingly;
 - xv. Provides training, demonstrations, and technical support for the public and internal staff through a variety of educational materials, meetings, and presentations;
 - xvi. Coordinates, as assigned, environmental compliance and permitting programs for the City of

Kalispell;

- xvii. Keeps immediate supervisor and others accurately informed concerning work progress, including present and potential work problems or suggestions for new or improved ways of addressing such problems.

xviii.

3. GIS/Assets Management (10%)

- i. Utilizes and actively participates in the management of the asset management software (Cityworks) for all Public Works activities.
- ii. Supports GIS program associated with Public Works Department. Creates multiple GIS layers utilizing a geo-referenced base map to graphically depict information including varying data layers to create and manage infrastructure.
- iii. Creates maps, collects data, and maintains databases, to manage the information appropriate to the operation of the department
- iv. Utilizes and actively participates in the improvement of permit, labor, and asset management software (Cityworks), optimizing workflows, resource allocation, data analysis, and regulatory reporting;

4. Administrative Management (10%)

- i. Delivers excellent customer service by responding to questions and comments from the public and customers in a courteous and timely manner.
- ii. Responsible to be knowledgeable and support all phases of assigned Public Works programs including but not limited to:
 - a. Annual sidewalk and curbing installation program, the underground fuel storage tank mitigation program, city wide addressing, Stormwater Management Program, right of way and driveway permits, impact fee calculations.
- iii. Procures and administers all relevant permits associated with Public Works projects, as assigned.

E. PERIPHERAL DUTIES:

- 1. Respond to inquiries and concerns of citizens and the business community relative to City rules, regulations, ordinances and the status of projects.
- 2. Provide technical, administrative, and field support to Public Works staff.

F. MINIMUM QUALIFICATIONS: (Education and Experience):

- 1. Bachelor's Degree in Land Resources, Environmental Science, Engineering, Biology, or related field;
- 2. At least two (2) years of experience in water quality sampling and analysis, stormwater program experience, aquatic systems research, watershed management, or related work; or
- 3. Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

G. KNOWLEDGE, SKILLS & ABILITIES (KSA's):

- 1. Knowledge of:
 - i. Data gathering and research techniques.
 - ii. Local Ordinances, Policies and Procedures, Montana Codes Annotated, and Administrative Rules of Montana.
 - iii. Federal, State, and Local permits associated with construction, stormwater, water and

wastewater discharges in general.

- iv. Thorough knowledge of the fundamentals of a Stormwater Quality Sampling and Analysis Program, including, but not limited to, sampling protocols, data management, plan creation, pollutant analysis techniques, and regulatory reporting.
- v. Montana Department of Environmental Quality's (MDEQ) Montana Pollutant Discharge Elimination System (MPDES) General Permit for Stormwater Discharges Associated with Small Municipal Separate Storm Sewer Systems (MS4 Permit) and the individual programs required to comply with its contained regulations.
- vi. Best Management Practices (BMPs) designed to mitigate erosion and pollutants generated through active construction.
- vii. Best Management Practices (BMPs) designed to capture, store, infiltrate, and treat stormwater flowing from existing and new development.
- viii. Asset Management Programs, GIS and GPS mapping systems, principles, processes, and workflows.
- ix. Integrated GIS principles, systems, and technologies.

2. Skill in:

- i. Working with property owners, contractors, consultants and co-workers.
- ii. Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- iii. Proper language usage, grammar, spelling, punctuation, and vocabulary.
- iv. Conducting research work and preparing technical reports and documents.

3. Ability to:

- i. Operate and manage asset management, Geographic Information Systems (ArcGIS and ArcMap computer programs).
- ii. Effectively coordinate department services with other departments and providers.
- iii. Work effectively with a wide range of persons, including situations in which individuals may be upset, angry and emotionally distraught over issues involved with City activities and policies.
- iv. Prepare and present accurate and reliable reports containing findings and recommendations. Prepare and present training sessions to colleagues and city stakeholders.
- v. Establish and maintain effective working relationships with assigned supervisors, other City employees, elected officials, vendors, and the general public;
- vi. Complete detailed compliance inspections and use available tools and communication strategies to guarantee successful outcomes;
- vii. Lead assigned projects and programs to successful completion and/or continual implementation;
- viii. Analyze, interpret, and develop solutions promptly using independent judgment and initiative, and work with minimal supervision;
- ix. Interpret and apply Federal, State, and local policies, procedures, laws, and regulations;
- x. Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- xi. Comprehend and follow proper safety procedures and take proper care of City-owned equipment and tools;
- xii. Use logical and creative thought processes to develop solutions according to written specifications and oral instructions;

- xiii. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- xiv. Perform assignments in line with the City's Core Values of Integrity, Leadership, Service, and Teamwork.

H. SPECIAL REQUIREMENTS:

1. Ability to make judgments necessary to identify and creatively solve problems.
2. Must be able to work the hours necessary to accomplish the work; attend evening meetings; travel out of town and attend workshops, conferences, seminars and meetings during work and non-work hours; be available on call in the event of a major emergency.

I. TOOLS AND EQUIPMENT USED:

1. City vehicles, surveying equipment, GIS Mapping (ArcGIS) and drafting software, instruments, printers, calculators and personal computer including Microsoft Office Word, Access, Publisher, PowerPoint, Excel, assets management software and other associated software.
2. Mobile devices, such as smartphones, tablets, and data collection equipment.
3. Scanner, plotter, printers, and large format copier.
4. Specialized sampling and monitoring equipment, including, but not limited to, automatic samplers, grab samplers, turbidity meters, flow meters, pH meter, staff gauges, and data sondes.
5. Personnel Protective Equipment.

J. PHYSICAL AND MENTAL DEMANDS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
2. Work is performed mostly in office settings. Some daily outdoor work is required in the monitoring of various field facilities and projects.
3. Performance of the essential office setting duties of this position includes the following physical and/or working conditions: the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as use of computers, calculators and data entry. Tasks require sound and visual perception and discrimination, or well as oral communications ability.
4. While performing the essential outdoor duties of this job, the employee is regularly required to use the hands to finger, handle or feel objects and reach with hands and arms. The employee is frequently required to stand, talk, hear, walk, sit, stoop, kneel or crouch and smell. The employee is occasionally required to climb or balance and crawl. Specific vision abilities required include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.
5. The employee must occasionally lift and/or move up to 25 pounds.
6. While performing the duties of this job, the employee is regularly required to use written and oral communication skills, read and interpret complex data, information and documents, analyze and solve difficult problems, use statistical/mathematical reasoning, perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks and work with constant interruptions and interact with officials and the public

K. WORK ENVIRONMENT:

1. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. Work is performed both in the field and in the office. Noise levels in the office are usually low to moderate. Noise levels in the field may be substantial due to the operation of construction equipment and the motoring public.

L. SELECTION GUIDELINES

1. Formal application, rating of education and experience; oral interview and reference check; other job related tests may be required.
2. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
3. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
4. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*VEBA (Voluntary Employee Benefit Association) is a tax-exempt health reimbursement account used by employees and their eligible dependent to pay for eligible medical expenses. The plan is funded by an employee's sick and/or vacation banked hours upon leaving City employment.

POSTED: January 17, 2023

CLOSES: Open until filled

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION MAY BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1st AVENUE EAST, KALISPELL, MONTANA, OR
- THE KALISPELL JOB SERVICE, 427 1st AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL'S WEBSITE AT: WWW.KALISPELL.COM .

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____
City Manager/Hiring Authority

Revised 1/13/23