



STORMWATER COLLECTIONS SUPERINTENDENT JOB DESCRIPTION

Department:	Public Utilities	Classification/FLSA:	Full Time, Exempt
Location:	Public Utilities Annex	Reports To:	Director of Public Utilities
Supervises:	Yes	Pay Range:	\$53,533 - \$66,915 Annually
Benefits:	Per City Handbook	Travel:	As needed

Revised 8-31-23

Section: Position Summary

1. This position is responsible for the oversight of the Stormwater Management Plan. Assists the Public Utilities Director with developing and implementing division goals and objectives, and developing, implementing and administering the divisional operations. Daily oversight of all aspects of the Municipal Separate Storm Sewers systems (MS4)/ National Pollution Discharge Elimination System (NPDES) permit compliance, including preparation of annual report. Plans and directs work of the Stormwater Collection System operators on a daily basis.
 - a. Oversight of the Stormwater Collections Supervisor Position
 - b. Oversight of the Stormwater Collections Operator II Position
 - c. Oversight of the Stormwater Collections Operator I Position
 - d. Oversight of the Street Sweeper Operator Position
 - e. Oversight of the Stormwater Collections Apprentice Position
 - f. Oversight of Part Time Positions
2. Reports to the Director of Public Utilities
3. Works in combination of spending time in the office and in the field completing administrative functions and providing oversight. Work outdoors will include adverse weather conditions.
4. Work may involve 24-hour availability during emergency situations. This position will provide necessary coordination of labor force, equipment, materials, and work zone perimeter to facilitate the repair and return to service as required.
5. Safety and Security - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

6. Customer Service - Manages difficult or emotional customer situations; provides response promptly to customer needs; provides customer with achievable dates and duration's within the work prioritization schedule; solicits customer feedback to improve service; responds to requests for service and assistance between other city departments.
7. The job position summary, duties and responsibilities are not intended to be, nor should it be construed as, exhaustive of all responsibilities, skills or competencies with this job. Performs other duties as assigned.
8. Stays up to date on city policies and practices, adheres to, educates others about and enforces as necessary.

Section: Duties and Responsibilities

1. Capital Planning

- a. Identifies divisional asset's current condition, capacities, and projected life cycle. Recognizes need, industry changes, and potential regulatory impacts with a 10 - 20 year vision.
- b. Sets forth and prioritizes major capital critical maintenance needs and outlines budgetary impact. Provides input to the 5-year capital improvement program budget for system improvements.
- c. Identifies capital equipment needs for the department works with fleet manager and utilities director to secure necessary purchases.
- d. Identifies and implements sustainable measures for ongoing and increased municipal separate storm sewer system permit point accumulation totals
- e. Assists in the research and prepare special projects, draft ordinances, contracts, and resolutions for the Division. Compiles data and information, and prepares required regulatory reports.

2. Budget Oversight

- a. Develops stormwater collection's division operating budget, oversees expenditures from those funds.
- b. Oversees time management and expenditures. Authorizes and approves overtime and call back expenditures. Provides justification and accountability for additional expenses.
- c. Work with the finance department and GIS department for auditing and implementation of ERU assessments.

3. Inventory Control

- a. Maintains adequate inventory of wear part components for stormwater collection system repairs.

- b. Works to update, collect and complete inventory of stormwater collection assets for incorporation into the GIS system.
- c. Works to update, collect and complete inventory of private BMP's that contribute to the city's stormwater collection system for incorporation into the GIS system.

4. Performance Indicators

- a. Continuous improvement related to handling of work requests through systems like See Click Fix and City Works requests. Including number opened, acknowledged, closed, average time to acknowledge, and average time to close.
- b. Continuous improvement for maintenance activities related to work orders including: work orders performed, lane miles of street swept, cubic feet of debris removed from storm system, lineal feet of storm channel cleaned and rehabilitated, number of inspections performed, number of afterhours emergency services performed, acres of right of way / drainage way mowing performed.
- c. Continuous improvement for replacement, reconstruction, and new construction activities: including tracking of counts and lineal feet of; inlets, pipe, best management practices, point repairs.

5. Environmental Compliance

- a. Provides the day to day compliance with National Pollutant Discharge and Elimination System's Municipal Separate Storm Sewer System Permit.
- b. Oversight of the City of Pittsburg's Stormwater Management Plan. Provide updates, edits, modifications, review, and re-submit to the Kansas Department of Health and Environment as required
- c. Work with the Department of Public Works, for project review, including: stormwater calculations, identification of site total impervious area, flood plain management, post construction private best management practice review, review of site plan best management plan, stormwater pollution protection plans, tracking and monitoring of building permit issuance.
- d. Works with the Kansas Department of Health and Environment for updating and tracking of Construction Site: Notice of Intents and Notice of Terminations.
- e. Collects and submits stormwater samples per the NPDES permit requirement and enters into the Kansas Department of Health and Environment electronic tracking system.
- f. Prepares the draft copy of the annual report in accordance with part V (reporting) of the NPDES permit.
- g. Performs stormwater related inspections as required.

6. Personnel Leadership

- a. Exercises appropriate level of initiative and judgment to make decisions within the scope of assigned authority.
- b. Provide guidance and control over the division's day-to-day activities.
- c. Manages staff in ways that improve their ability to succeed on the job.
- d. Promotes organizational mission and goals, and shows the way to achieve them.
- e. Communicates the division's agenda, budget information, and current events to staff on a regular basis.

7. Contractor / Vendor: Collaboration & Management

- a. Coordinates stormwater infrastructure project bidding and construction contract administration with engineering division.
- b. Acts with the customer in mind, responds to requests promptly and provides effective services or solutions for customers.
- c. Maintains positive professional relationship with contractors working on site or vendor who deliver product.
- d. Reviews work practices and develops unit policies to ensure consistent standards of practices and ensures compliance with City Codes, industry standards and project plans and specifications.

Section: Position Competencies

1. Capital Planning

- a. Has strategic vision; sees the big, long range picture
- b. Understanding of the capital improvement planning process including updating and modifying as necessary for changing financial climate.
- c. Understands process for re-prioritization due to scheduling and / or financial resources.
- d. Identifies, collects, and organizes data for analysis and decision-making.

2. Budget Oversight

- a. Understands the financial cycle of the city's fiscal budget
- b. Identifies area of potential year to year expense increases or decreases, and/or potential one-time costs.
- c. Understands cost codes, possess the ability to correctly code invoices to the most appropriate budget line item.

3. Inventory Control

- a. Knowledge of standard volumes or packaging of delivered product to maximize efficiencies and economies of scale.
- b. Understands shelf life of inventory kept on hand, including first in first out philosophy.
- c. Understands auditing and accountability for inventory of materials stored
- d. Understanding of current assets in the GIS inventory and their accuracy.

4. Performance Indicators

- a. Understand city's asset management system for entering, tracking, and closing work requests and work orders. Ability to enter and track; labor, equipment and materials used to complete both tasks and projects.
- b. Ability to prioritize multiple and changing work requests while meeting the many needs of the customers / users.
- c. Ability to quickly assemble, formulate, and provide statistical data with reference to base line information.

5. Environmental Compliance

- a. Knowledge of regulatory and permitting issues and time frames.
- b. Ability to review, question, and comment appropriately concerning draft permits or regulatory review processes.
- c. Ability to utilize of government software systems for data entry for permit requirements and tracking.
- d. Knowledge of stormwater calculations and principles for stormwater control and runoff coefficients. Ability to check engineering calculations for errors and omissions, in a general review. Knowledge of and understanding of the rational method. Utilization of the Environmental Protection Agency's stormwater calculator for potential site evaluations and post construction bmp's.
- e. Knowledge of Kansas Department of Agriculture Division of Water Resources Floodplain Management Program.
- f. Knowledge of the MS4 permit requirements, measurable goals, and points to achieve goals.

6. Personnel Leadership

- a. Enables co-works and employees to grow and succeed through feedback, instruction, and encouragement.
- b. Formally delivers information to employees as groups or individually

- c. Understand mediating disputes, helps others resolve complex or sensitive disagreements and conflicts
- d. Recognizes training and job enrichment opportunities and encourages professional growth and development.
- e. Expert knowledge of stormwater maintenance programs, practices, procedures, planning, and administration.
- f. Makes decisions or recommendations for hiring, promotions, transfers, disciplinary action, and other personnel actions as necessary.
- g. Understands staffing schedules, assigns and supervises work, prioritizes programs and projects and effectively uses available resources to accomplish objectives.
- h. Develops fresh ideas that provide solutions to all types of workplace challenges.

7. Contractor / Vendor: Collaboration & Management

- a. Knowledge and understanding of vendor contracts; performance expectations, terms & conditions.
- b. Ability to help prepare technical requirements for vendor contracts.
- c. Knowledge of proper documentation procedures concerning contractor or vendor performance.

Section: Education & Qualifications

1. Bachelor's Degree and 3 years of relevant work experience.
 - a. Associate's degree or equivalent trade school certificate and 5 years of relevant work experience.
 - b. High school graduation or equivalent and 7 years of relevant work experience.
2. Certification from nationally recognized program for Stormwater Inspection
3. Certification of supervisory or personnel leadership training
4. Utilize Memberships & Trade Affiliations with organization such as the following for industry updates and or continuing educational opportunities.
 - a. American Water Works Association
 - b. Kansas Rural Water Association
 - c. Kansas Municipal Utilities
 - d. American Public Works Association.
 - e. Water Environment Federation
 - f. Stormwaterone.com

5. Proven knowledge of understanding of the need and use of tools and equipment to perform the work.
6. Other Certifications and Training Requirements
 - a. Occupational Safety and Health Administration - 10 Hour
 - b. Cardiopulmonary Resuscitation Training
 - c. First Aid Training
7. Must maintain a Kansas Commercial Drivers License Class A.
 - a. Air Brake Endorsement
 - b. Tanker Endorsement
 - c. Automatic Transmission - may be required optionally
 - d. Standard Transmission - may be required optionally.
8. Ability to utilize smart phones, tablets, and computers for communicating, corresponding, and processing of work tasks.
9. Proven ability to process and utilize asset management systems for handling work requests and work order management.
10. Solid written and verbal communication skills with the ability to effectively communicate and interact with all levels of personnel within the city and the general public in a positive and cooperative manner.
11. Ability to present to staff and/or groups and convey ideas and facts orally using language the audience will best understand.
12. Ability to read and interpret design drawing and specifications including: plan & profile drawings, elevations, contours, navigate to drawing details, review specifications for city standard conformance.