STORMWATER PROGRAM ASSISTANT

The City of Port Orchard is accepting applications for the position of Stormwater Program Assistant.

This is a full time professional and administrative assistant position providing assistance to the Assistant City Engineer in directing the Stormwater activities of the Public Works Department.

The primary responsibilities will require performing stormwater education and outreach, with knowledge of stormwater sampling procedures and protocols, and the ability to respond to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding stormwater regulations and practices. Additional responsibilities may include field inspections of private and public development projects, ability to utilize Geographic Information Systems (GIS) for data input, and field mapping of facilities.

Starting Salary: $28.84 plus benefits

Interested parties may obtain an application packet containing requirements and an application from the City of Port Orchard Personnel Office, 216 Prospect Street, Port Orchard, WA 98366 or by downloading an application packet from our web site at www.cityofportorchard.us. Resume accepted with completed application. 

Closing date: Monday, June 15, 2015, no later than 4:30 p.m. E.O.E
CITY OF PORT ORCHARD

JOB DESCRIPTION

Job Title: Stormwater Program Assistant

FLSA: Non-Exempt

Civil Service: Exempt

Department: Public Works Department - Stormwater

Reports To: Assistant City Engineer/Stormwater Manager

This position may be full or part time. The Stormwater Program Assistant shall report to and serve under the direction of the Assistant City Engineer. Attendance at evening or weekend meetings or other off-duty events may be required. May also be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The primary responsibilities will require performing stormwater education and outreach, knowledge of stormwater sampling procedures and protocols, and the ability to respond to questions and inquiries from the general public, developers, contractors, engineering professionals and City staff regarding stormwater regulations and practices. Additional responsibilities may include field inspections of private and public development projects, ability to utilize Geographic Information Systems (GIS) for data input, and field mapping of facilities.

General Function

This is a responsible, professional and administrative assistant position providing assistance to the Assistant City Engineer in directing the Stormwater activities of Public Works Department. This person is responsible for assisting the Public Works Director/City Engineer in planning, organizing, directing, coordinating and evaluating the work of this division. Duties include the plan review and coordination of private construction projects and design/construction administration of Capital Improvement Projects.

Supervision Responsibilities

None.

Job Duties & Responsibilities

Under direction of the Assistant City Engineer, the Stormwater Program Assistant will assist in surface water public education and outreach; illicit discharge detection and elimination; total
maximum daily load requirements; water quality and flow monitoring activities; and investigate
and respond to questions and inquiries from the general public, developers, contractors,
engineering professionals, and City staff regarding drainage complaints.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed
duties and/or may be required to perform additional or different duties from those set forth
below to address business needs and changing business practices.

1. Assists in developing and implementing, tracking and reporting of various city programs
   including NPDES Phase II Permit requirements such as: surface water public education and
   outreach; illicit discharge detection and elimination; control of runoff from new
   development, redevelopment and construction sites; pollution prevention and operation
   and maintenance; and total maximum daily load requirements.

2. Develop specific strategies to identify and reach target groups to promote health or
   environmental participation and awareness.

3. Investigate and respond to questions and inquiries from the general public, developers,
   contractors, engineering professionals, and City staff regarding drainage complaints.

4. Perform routine water quality and flow monitoring activities within the City.

5. Perform routine inspection of the public and private drainage facilities, and recommends
   work orders for routine maintenance activities as needed.

6. Assists with plans review for plats and development projects; attends pre application and pre
   construction meetings between various City staff and developers to discuss the proposed
   project and communicate Public Works’ development requirements as needed.

7. Represents the City in regional stormwater and planning forums, and help identify potential
   project funding sources.

8. Ability to operate a personal computer and software applications that support the Storm
   Drainage Utility function including word processing, spreadsheet, and database.

9. Performs related duties as required.

**Knowledge, Skills and Abilities**

**Knowledge of:**
- Water quality and/or stormwater sampling procedures and protocols.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigations.
- Engineering maps and records.
- Principles and practices of business correspondence and technical report preparation.
- Office procedures, methods, and equipment including computers and applicable
  software applications such as word processing, spreadsheets, databases and specialized
  engineering software programs.
- Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**
- Coordinate, manage, and track multiple project activities on several projects concurrently.
• Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, standards and regulations.
• Communicate effectively with business owners, City Staff, consultants, and the general public tactfully and courteously in person and on the telephone.
• Operate office equipment including computers and applicable software applications such as word processing, spreadsheets, databases and specialized engineering software programs.
• Give attention to detail through excellent written and verbal communication skills.
• Ability to perform field work in less-than-ideal weather conditions or settings while utilizing safe work practices.
• Establish and maintain positive, effective working relationships with those contacted in the course of work.
• Maintain regular, reliable and punctual attendance.

Working Conditions

The Stormwater Program Assistant may work either indoors or outdoors as required. The employee must be capable of working in confined spaces, on ladders, inclines and/or in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. The Stormwater Program Assistant may be required to walk in, or around construction sites to perform the essential functions of the position.

Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, communicable disease, dust, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noisy work area, noxious odors, fumes or chemicals, and smoke. Hazardous areas may be encountered, including open ditches, vaults, manholes, heavy machinery, hazardous gases, excessive noise, and vehicle traffic.

Protective clothing may be required in the performance of some job duties.

Contacts and Relationships

The Stormwater Program Assistant has frequent contact with state, county and municipal government officials, and outside consultants, and other business-related individuals or agencies. In the normal course of business the Stormwater Program Assistant will have contact with other Public Works employees, contractors, other city personnel and the public. These contacts involve a wide variety and range of purpose, including the need to provide or collect information, coordinate projects or activities and to solve or negotiate solutions to problems. Communication may be either by telephone, in person or through written message.

Physical Requirements

The Assistant City Engineer must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for extended periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 50 pounds. Job requirement may include the ability to climb up to 20 feet off the ground; bend and/or work in tight or confined areas. The incumbent must be able to hear alarms and have the ability to audibly identify the present of a danger or hazard. Must have the ability to sit at a desk and operate a computer for extended periods of time as necessary to complete work responsibilities.

Desired Minimum Qualifications
Education and Experience:
- Associates or Bachelor’s degree with major course work in the physical or environmental sciences or a closely related area.
- Two years of experience working with surface water management and related programs.

Special Requirements:
- Possession of or the ability to obtain within one (1) month, a valid Washington State Driver’s License.
- All city employees must successfully pass a pre-employment Drug Testing as prescribed by the City’s Drug and Alcohol Testing Policy

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.
INSTRUCTIONS FOR COMPLETING THE
CITY OF PORT ORCHARD APPLICATION PACKET

1. READ AND FOLLOW ALL DIRECTIONS THAT APPLY!

2. An original, completed and signed City of Port Orchard Employment Application is required for each position you are applying for.

3. A supplemental questionnaire is included as the last page to the Application packet. **THIS MUST BE COMPLETED IN ORDER FOR YOU TO BE CONSIDERED FOR THE POSITION!** Your responses to the questions on the supplemental questionnaire and City of Port Orchard application will be used to determine if you are eligible to continue on in the selection process.

4. Please **DO NOT USE ACRONYMS OR ABBREVIATIONS** on your application. Do not submit a resume in place of the required application material. Your application will be considered incomplete and will not be evaluated.

5. If you are invited to an interview, you may bring extra material such as certificates of training, examples of work performed, performance evaluations, etc.

6. The completed packet must be delivered to the Human Resource’s Office no later than **4:30 p.m. on June 15, 2015**

7. Application packets may be returned to the Human Resource Office on the second floor of City Hall at 216 Prospect Street in Port Orchard OR they may be mailed to Human Resource’s Office, 216 Prospect Street, Port Orchard, WA 98366 OR they may be faxed to 360-895-9029 OR emailed to dhoward@cityofportorchard.us

8. **Please remember the 4:30 p.m. June 15, 2015, DEADLINE WHEN CHOOSING A DELIVERY OPTION.** Please keep your faxed originals – they will be requested if you are invited to interview. The City of Port Orchard will not consider applications that are received with postage due. **Applications must be received on or before the closing date. Post marks will not be accepted.**

9. Contact the Human Resources at 360-876-7014

10. Should you have any questions or need additional information.
STORMWATER PROGRAM ASSISTANT
Supplemental Questionnaire

These questions must be answered as a part of the employment application. Additional sheets may be used and supplemental information may be attached.

1. The Stormwater Program Assistant works in an office of minimum staffing and is sometimes the only person in the office. There may be times when a question is asked that you may not know the answer. How would you respond to these questions?

2. What is your experience in dealing with the public on a regular basis with multiple and sometimes conflicting deadlines/work priorities? Please describe one situation.

3. How well do you work under pressure? Give an example where you have had to work in a pressured situation and how did you handle it.

4. Do you have any experience with utilizing the Stormwater Management Manual for Western Washington or an equivalent documents? If so, please describe how you have used the stormwater management manual in your work.

5. Please describe your experience in analyzing and resolving surface water concerns.
6. Please describe your field experience as it relates to surface and stormwater.

7. Please describe your experience with education and outreach of stormwater based messaging.