

**STORMWATER PROGRAM MANAGER  
JOB DESCRIPTION CITY OF PORTLAND**

|                         |                                      |                    |                                 |
|-------------------------|--------------------------------------|--------------------|---------------------------------|
| <b>Position Title:</b>  | Stormwater Program Manager           | <b>Reports To:</b> | Assistant Public Works Director |
| <b>FLSA Status</b>      | Exempt                               | <b>Department:</b> | Public Works                    |
| <b>Revision Date(s)</b> | New 8/3/15; 7/3/17; 3/16/22; 4/10/26 | <b>EEO Status:</b> | Professionals                   |

**Sign, Date and Return to HR:** *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

**JOB SUMMARY:** The Stormwater Program Manager performs planning, management, supervision and coordination of the activities and operation of the City’s Stormwater Program. The various tasks include implementation and administration of the City’s NPDES Phase II Stormwater Management Program and maintaining compliance of the City’s coverage under the TDEC MS4 Stormwater Permit; administration of design work and inspection of regional, commercial and residential storm facilities; development and implementation of public education programs regarding water quality and pollution prevention; development and management of water quality and drainage enforcement policies and procedures; investigation and resolution of water quality and drainage complaints and inspection of private stormwater systems.

Independent judgment is required when making decisions with a significant degree of accountability. Coordination is exercised with other professional, technical and support personnel. Tact and courtesy are required in frequent contact with property owners, consultants, contractors, the general public and other City staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

**Stormwater Program Manager scope of duties and responsibilities:**

- Implements, administers and manages city ordinances, policies and activities to comply with the City’s coverage under the MS4 Stormwater Permit.
- Reviews and updates the City’s website with respect to stormwater education and information;
- Plans, organizes and coordinates the requirements of the Municipal Separate Storm Sewer System (MS4) Permit;
- Identifies illegal connections to the storm sewer system or other forms of illegal dumping, investigates, implements and provides enforcement of the illegal discharge ordinance;
- Prepares and presents staff reports, policy changes, ordinance revisions and other correspondence as needed;
- Makes recommendations as to the appropriate course of action based on field inspections and findings;
- Maintains post-construction BMP inspection reports;
- Assists with the maintenance of the City’s stormwater infrastructure database and stormwater GIS systems;
- Develops and maintains guidance documents on use of Best Management Practices (BMPs) for commercial and residential activities; manages education program regarding pollution prevention and use of BMPs;
- Coordinates and participates in the development and updating of short and long range plans, including the city’s Capital Improvement Plan;
- Manages the review and approval of master plans prepared in support of special planning areas; review development applications for storm drainage and for conformance with city ordinances and policies, including design, calculations, and details of stormwater facilities.
- Represents the City in meetings involving other municipal governments and state and federal agencies; serves as liaison with federal, state and other agencies with respect to regulations and programs involving water pollution and stormwater and flooding issues;
- Develops and maintains communications with the public, contractors and government agencies to receive complaints and suggestions, to provide information and explanations regarding city stormwater activities and projects, and resolve disputes and conflicts as needed.
- Assists in determining that legal and technical requirements for construction contract documents are met.
- Plans, coordinates and participates in development pre-construction meetings;
- Makes recommendations to the Assistant Public Works Director for issuance of stop work orders on projects in violation of City Requirements.
- Maintains regular and predictable attendance
- Performs other related duties and responsibilities as required.

**STORMWATER PROGRAM MANAGER  
JOB DESCRIPTION CITY OF PORTLAND**

|                         |                                      |                    |                                 |
|-------------------------|--------------------------------------|--------------------|---------------------------------|
| <b>Position Title:</b>  | Stormwater Program Manager           | <b>Reports To:</b> | Assistant Public Works Director |
| <b>FLSA Status</b>      | Exempt                               | <b>Department:</b> | Public Works                    |
| <b>Revision Date(s)</b> | New 8/3/15; 7/3/17; 3/16/22; 4/10/26 | <b>EEO Status:</b> | Professionals                   |

**Sign, Date and Return to HR:** *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**KNOWLEDGE**

- General knowledge of building codes, procedures and techniques;
- Knowledge of occupational hazards and safety precautions
- Intermediate knowledge of data input, collection and analysis with Geographical Information Systems (GIS) including basic experience with ArcMap
- Advanced knowledge of the TDEC MS4 Permit
- Knowledge of the use of common hand tools and their safe use;

**SOFTWARE KNOWLEDGE**

- Microsoft Office (Proficient in Excel, PowerPoint, & Word)
- ArcGIS (Preferred not required)
- BlueBeam, iDT or other online plan review software

**SKILLS**

- Observant and aware of surroundings
- Applies common sense in performing job and making decisions
- Understands and follows basic instructions and guidelines
- Skilled in the safe operation of equipment used.
- Skilled in the use of engineering surveying instruments

**ABILITIES**

- Ability to research occupational hazard and safety precautions;
- Ability to accurately understand, remember, and apply verbal and/or written instructions or other information.
- Ability to complete routine forms, use existing form letters and/or conduct routine oral communication
- Ability to read and write
- Ability to learn new tasks and adapt productively to change
- Ability to establish and maintain effective working relationship with others.
- Ability to deal with problems involving standardized situations.
- Self-motivated, self-starter with ability to multi-task
- Ability to learn new technology and software to improve work output and efficiency
- Ability to learn state and federal environmental and stormwater rules and regulations
- Ability to deal with the public in high stress situations
- Ability to work with Public Officials and outside agencies

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree from an accredited college or university in Civil Engineering, Construction Management, or closely related field and 3+ years of work experience in a combination of Public Works or Utilities Operation and Management preferably in a local government environment -OR- 8+ years of experience in a combination of Public Works or Utilities Operation and Management
- 2+ years of Supervisory experience preferred.

**LICENSES & CERTIFICATIONS:**

- Valid driver's license
- TDEC Level 1 certification
- TDEC Permanent SCM Inspection and Maintenance certification or ability to obtain within six (6) months of hire
- TDEC Level 2 certification or ability to obtain within six (6) months of hire

**STORMWATER PROGRAM MANAGER  
JOB DESCRIPTION CITY OF PORTLAND**

|                         |                                      |                    |                                 |
|-------------------------|--------------------------------------|--------------------|---------------------------------|
| <b>Position Title:</b>  | Stormwater Program Manager           | <b>Reports To:</b> | Assistant Public Works Director |
| <b>FLSA Status</b>      | Exempt                               | <b>Department:</b> | Public Works                    |
| <b>Revision Date(s)</b> | New 8/3/15; 7/3/17; 3/16/22; 4/10/26 | <b>EEO Status:</b> | Professionals                   |

**Sign, Date and Return to HR:** *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

**PHYSICAL DEMANDS:** *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- This is light work requiring the exertion of up to 50 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, walking, fingering, and grasping; verbal communication is required for expressing or exchanging ideas by means of the spoken word.
- Vision and hearing, normal or corrected, sufficient to read, write, and safely operate tools and equipment used in work – specifically, visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspections involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; hearing, required to perceive information at normal spoken work levels;
- Dexterity and fitness sufficient to safely operate, utilize and maintain tools and equipment used in work
- Dexterity and fitness to grasp, crawl, crouch, bend, stoop, climb, stretch, walk, and otherwise perform physical functions of the assignment.

| Activity                    |                               | Check 1 column for Frequency of Occurrence |                                   |                                |
|-----------------------------|-------------------------------|--|-----------------------------------|--------------------------------|
| Check Applicable Activities |                               | Occasionally<br>< 1/3 of the time          | Frequently<br>1/3–2/3 of the time | Frequently<br>>2/3 of the time |
| X                           | Standing                      |  | X                                 |                                |
| X                           | Walking                       |  | X                                 |                                |
| X                           | Climbing: Stairs &/or Ladders | X  |                                   |                                |
| X                           | Sitting                       |  |                                   | X                              |
| X                           | Balancing                     | X  |                                   |                                |
| X                           | Bending/Stooping/Kneeling     | X  |                                   |                                |
| X                           | Twisting                      | X  |                                   |                                |
| X                           | Squatting                     | X  |                                   |                                |
| X                           | Grasping/Squeezing            | X  |                                   |                                |
| X                           | Repetitive movements w/hands  |  | X                                 |                                |
| X                           | Reaching/working overhead     | X  |                                   |                                |
| X                           | Lift &/or carry up to 50 lbs  | X  |                                   |                                |
| X                           | Push &/or pull up to 50 lbs.  | X  |                                   |                                |

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

The employee will divide work time evenly between an office setting which is temperature controlled, well lit with moderate noise levels and outside conditions, requiring navigation of uneven construction terrains, climbing in and out of construction ditches and working outdoors in seasonal temperature extremes and weather and environmental conditions.

**STORMWATER PROGRAM MANAGER  
JOB DESCRIPTION CITY OF PORTLAND**

|                         |                                      |                    |                                 |
|-------------------------|--------------------------------------|--------------------|---------------------------------|
| <b>Position Title:</b>  | Stormwater Program Manager           | <b>Reports To:</b> | Assistant Public Works Director |
| <b>FLSA Status</b>      | Exempt                               | <b>Department:</b> | Public Works                    |
| <b>Revision Date(s)</b> | New 8/3/15; 7/3/17; 3/16/22; 4/10/26 | <b>EEO Status:</b> | Professionals                   |

**Sign, Date and Return to HR:** *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

**Job Description Acknowledgment:** I understand that **this job description is not a contract of employment** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Stormwater Program Manager job description, read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Stormwater Program Manager job as it is described in the job description above.

**Employee Name (Please Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date (Employment, Transfer, Revised Job Description):** \_\_\_\_\_

**Sign and date job description. Make a copy for your records. Email to [hjohnson@cityofportlandtn.gov](mailto:hjohnson@cityofportlandtn.gov)**