



Upper Allen Township Job Description

Job Title:	Stormwater Program Manager/Environmental Planner	Department/ Bureau:	Community Development
Supervisor's Name:	Jennifer Boyer	Location:	100 Gettysburg Pike, Administration Building
Supervisor's Job Title:	Community Development Director	Work Hours:	8:00 a.m. - 4:30 p.m.
Work Week:	Monday through Friday	Hours per Week	40
Level/Salary Range:	2 / \$53,095.12 - \$79,642.68	Position Type:	Full-time Regular

Position Purpose

The Stormwater Program Manager/Environmental Planner is a professional management employee who is responsible for overseeing the Municipal Separate Storm Sewer System (MS4) Permit, the Chesapeake Bay Pollution Reduction Plan (CBPRP), Stormwater Utility Fee and Credit Programs, training, and program operations. Prepare and submit reports to regulatory agencies, plan and coordinate stormwater activities, administer grant writing, conduct public outreach, and develop policies and programs.

Roles and Responsibilities

1. Responsible for implementing and managing all activities for the Watershed Plan and NPDES Municipal Separate Storm Sewer System (MS4), including but not limited to:
 - a. Administer/coordinate Township policies with regards to written training plans and schedules; provides for Township wide training to ensure MS4 compliance.
 - b. Coordinate and is responsible for public education and outreach events as part of the Township's MS4 Project Plan and other events under the direction of the Community Development Director.
 - c. Coordinate support work to include research of internet sources and general records, review of field conditions, preparation of maps and graphics, and recordation and compilation of meeting notes.
 - d. Coordinate the completion of all required reports and plans for the MS4 Annual Report and the Chesapeake Bay Pollutant Reduction Plan (CBPRP).
 - e. Collect GPS data to create and maintain GIS databases and applications for the Township's MS4 Project Plan.
 - f. Produce maps to identify the location of inlets, outfalls and other MS4 features.
 - g. Develop and maintain organized records and databases to track compliance and meet all requirements of the MS4 program.

2. Develop, maintain, and implement various activities within the Minimum Control Measures (MCM) #1 – 3, 6. Delegate additional MCM Compliance activities to the MS4 Coordinator and Public Works. Ensure all stormwater runoff and illicit discharge events are monitored and reported in accordance with MCM and other related regulations.

3. Coordinate training events and general housekeeping events with the MS4 Coordinator, Public Works, Police, Fire, Sewer, and other necessary departments/agencies.

4. Oversee the Township's Stormwater Utility Fee Program. Serves as the Township's Hearing Officer to review and approve/disapprove stormwater utility fee appeals and related stormwater utility fee credits.

5. Research available funding opportunities to support MS4-related activities. Where available, prepare grant applications and manage grants and other funding sources.

6. Monitor and maintain a working knowledge of state and federal laws pertaining to MS4s and court case precedent decisions which have potential impact on the Township.

7. Build strong partnerships with other municipalities regarding MS4.

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8. Prepares annual budget estimates for maintenance and repair of Township stormwater collection system.
9. Track and prepare reports on all MS4 and Utility Fee Program activities.
10. Provide technical assistance to the public, Township staff, and other government officials in the administration of the MS4 program, the Township's Stormwater Utility Fee program, and other stormwater-related projects and activities.
11. Respond to citizen inquiries. Provide public information, investigate programs and complaints, develop solutions, and provide status reports.
12. Assist Community Development Director with review of plans, research and writing of Township polices, ordinances, and other reports as directed.
13. Provide regular updates to the Stormwater Authority Board (SWA) regarding status of the Township's MS4 and the Stormwater Utility Fee programs.
14. Attend regular meetings of the Stormwater Authority Board (SWA), Board of Commissioners, or other board meetings as directed.
15. Prepare and present testimony for court cases, when necessary.
16. Research and review field conditions necessary to produce high quality maps and reports.
17. Update, post, and maintain the Township's website and other social media accounts.
18. Assist with GIS editing and mapping workload overflow.
19. Assist the MS4 Coordinator with investigation of illicit discharge complaints and inspections of stormwater facilities for best management practices.
20. Assist the Township Manager and Parks Director with various park and administrative duties, as assigned.
21. Supervise Community Development in absence of the Community Development Director.
22. Operate a vehicle to travel to sites within and outside of the Township.
23. Performs other duties as assigned.

Essential Functions

1-21 are essential.

Knowledge, Skills and Abilities

Knowledge of state and federal regulations and laws governing stormwater and municipal enforcement.

Knowledge of the principles, practices, and techniques of low impact development.

Knowledge of general planning principles and the PA Municipalities Planning Code (PA MPC).

Knowledge of principles and practices of research and data collection. Ability to initiate the research of data on a consistent basis.

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Knowledge of grant writing and grant management.

Skill in reading contracts, construction drawings, land development plans, maps, manuals, codes and policies, and general correspondence.

Ability to conduct field verification on infrastructure, such as storm water systems, etc.

Skill in applying GIS fundamental concepts, practices, and procedures. Ability to create and edit tabular data and geometric data. Ability to demonstrate proficiency with ArcGIS 10.0 or newer. Skill in using Python a plus. Ability to quickly learn other Township GIS software (CSDATUM, etc.).

Ability to gather relevant information and effectively and professionally present the information to the public, Township employees and officials, and other agencies in both written and verbal form.

Ability to follow detailed instructions and perform multiple tasks simultaneously without immediate and constant supervision.

Ability to coordinate meetings and conduct public presentations.

Ability to adapt to a changing environment and have the flexibility and ability to work effectively with the public and Township employees and officials.

Ability to collaborate on ideas and translate into plans, manage projects, and account for completion of goals and objectives.

Ability to follow detailed instructions and perform multiple tasks simultaneously without immediate and constant supervision.

Ability to read and write the English language.

Ability to communicate clearly and concisely in both verbal and written form. Must be able to communicate laws, policies, and procedures effectively to the public, often under adverse circumstances.

Skill and ability to interact with many different people. Ability to exercise good judgement, courtesy, and diplomacy in dealing with associates, peers, outside agencies, and the public.

Ability to establish and maintain professional working relationships with those contacted in the course of work.

Ability to maintain and research files and records.

Ability to follow detailed instructions and perform multiple tasks simultaneously without immediate and constant supervision.

Ability to work independently or in a team environment as needed.

Knowledge of modern office methods, procedures, and equipment. Ability to operate personal computer with experience in Microsoft Office Suite. Skill in using Word, Excel, and Outlook.

Ability to regularly report to the job at the assigned times and perform assigned duties.

Ability to adhere to all departmental rules, regulations, and policies.

Ability to follow Township safety and emergency procedures.

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Ability to obtain other licenses as may be required to perform assigned duties.

Ability to attend evening meetings as required.

Physical Requirements

Ability to lift, pull, push and move heavy objects (up to 30 lbs) unassisted.

Ability to sit, stand, bend, lift, walk, reach, and move around during working hours.

Ability to perform duties in outside conditions which may include heat, cold, dampness, noise, or dirt.

Minimum Education and Experience

A bachelor's degree in environmental science, geography, biology, ecology, planning, civil engineering, or a related field AND two years of experience related to municipal separate stormwater systems (MS4) OR an equivalent combination of experience and training.

Required Licenses or Certifications

Stormwater Inspector certification or the acquisition of the certification within the introductory period.

MS4 Stormwater Compliance Professional certification or the acquisition of the certification within the introductory period.

Valid PA Driver's License

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time

Employee Acknowledgment

By signing below, I acknowledge that I have read this job description.

Employee Name		Date	
Employee Signature			