

City of Shakopee
POSITION DESCRIPTION

TITLE: Water Resources-Environmental Technician
DEPARTMENT: Engineering
CLASSIFICATION: Technician
REPORTS TO: Water Resources-Environmental Engineer
STATUS: Full-Time, Non-Exempt
PAY GRADE: 150
LAST REVIEWED: 08.23.2023

SUMMARY

Responsible for planning, implementing, and promoting programs, initiatives and strategies identified in the City's Local Surface Water Management Plan and related water and environmental issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in implementation of the City's Local Surface Water Management Plan, natural resources initiatives, and the Wetland Conservation Act within the City in coordination with the Capital Improvement Plan.
- Provides primary support for administrative requirements and field inspection requirements of the City's Storm Water Pollution Prevention Program (SWPPP) and Municipal Separate Storm Sewer (MS4) permitting.
- Oversees implementation of Stormwater Pollution Prevent Plan (SWPPP) six minimum control measures:
 - Executes Public Education and Outreach programs about stormwater pollution prevention and relevant policies, regulations and standards to communicate goals and objectives.
 - Develops education plans and delivers messages and materials to contractors, businesses and residents.
 - Supports volunteer programs related to stormwater pollution prevention.
 - Conducts Public Participation/Involvement programs for SWPPP input.
 - Provides public input opportunities and coordinates responses.
 - Provides access to documents and reports for public review.
 - Coordinates Illicit Discharge Detection and Elimination (IDDE) programs.
 - Develops and conducts education and training of all field staff to recognize and report illicit discharges and to incorporate detection into inspection and maintenance activities.
 - Detects and tracks illicit discharge sources, conducts desktop and field analyses, and inspects priority or high-risk areas where potential or historical sources of stormwater pollution exist.
 - Investigates, collects evidence and responds to suspected and reported illicit discharge.
 - Coordinates corrective actions to eliminate illicit discharges, conducts inspections and certifies responsible party's resolution of non-compliance.
 - Maintains City spill kits/materials and responds to spills as appropriate and necessary.
 - Contributes to Construction Site Stormwater Runoff Control programs.
 - Reviews proposed residential, commercial, and industrial site plans, erosion/sediment controls and waste controls of construction sites to ensure compliance with stormwater management requirements and standards. Maintains functionality of mobile devices and programs/software used for field inspections.
 - Coordinates corrective actions to prevent stormwater pollution, resolutions of non-compliances and certification for release of securities.
 - Contributes to Post-Construction Stormwater Management programs.
 - Coordinates corrective actions to ensure proper functions of permanent BMPs, resolution of non-compliances and certification for release of stormwater performance securities.
 - Coordinates Pollution Prevention/Good Housekeeping programs.

- Reviews operations that may contribute pollutants to stormwater discharges and recommends additional BMPs to prevent or reduce pollutants.
 - Assists in determining repair, replacement and maintenance needs of municipal BMPs, and assists with coordinating of corrective actions.
 - Develops and conducts staff education training, consistent with SWPPP-related job duties.
- Perform field inspections, maintain records, field data, including photographs, and summaries of visual observations of:
 - Active residential, commercial, and industrial construction sites to ensure compliance with City-approved site plans.
 - Permanent stormwater Best Management Practices (BMPs) at active residential, commercial, and industrial construction sites to ensure compliance with City-approved site plans and to ensure proper functioning of BMPs.
 - Maintain a data base mapping inventory of all structural stormwater BMPs not owned or operated by the City.
 - Private BMPs to ensure compliance with City-approved maintenance agreements.
 - Municipal facilities, stockpiles, storage and material handling areas.
 - MS4 regulated outfalls and stormwater management basins.
 - Work with contractors to assess the environmental impact of proposed construction or to develop Storm Water Pollution Prevention Plan (SWPPP).
- Prepare, organize and maintain inspection reports summarizing requirements and regulations, including enforcement documentation. Determine the nature of violations and actions to be taken, including issuing written notices of violation. Monitor follow-up actions and review compliance monitoring reports.
- Assist in implementing the City's stormwater maintenance program. Duties include identifying maintenance needs, developing prioritized maintenance recommendations and administering maintenance works plans. Coordinate with Public Works Department regarding maintenance of the City's public stormwater assets/infrastructure and other structural BMPs.
- Assists in the management of water and natural resources for city programs and initiatives including native plant maintenance program, water quality monitoring program, invasive species management, Tree City USA initiatives (tree planting program, tree watering, tree pruning, and diseased tree programs), storm water BMP asset management, tree asset management, conservation easement management, and miscellaneous grants.
- Reviews plans as assigned for City improvement projects and recommends adequate measures to protect water quality of surrounding lakes, wetlands and watershed areas.
- Assists in the review, investigation, recommendations, and coordinates improvements pertaining to drainage issues.
- Oversees City's Lake Management Program, including implementation of Scott County Aquatic Invasive Species (AIS) plans and writing applications to secure funding. Maintains up-to-date digital inventory of all lakes, ponds and corresponding drainage systems.
- Communicates with and responds to questions from developers, builders, contractors, residents and property owners in a timely and professional manner.
- Performs other related duties as apparent or assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the principles and best management practices associated with protecting, preserving and managing natural resources and storm water management systems.
- Thorough knowledge of relevant local, state and federal laws, particularly as they relate to water quality and storm water management.
- Thorough knowledge of the Federal Clean Water Act, Wetland Conservation Act, and MPCA MS4 General Permit provisions, MPCA SWPPP components.
- Ability to utilize the City's GIS systems.
- Ability to communicate ideas and explanations clearly in English, both orally and in writing.
- Ability to write routine reports and correspondence, that conform to prescribed style and format.
- Knowledge of and ability to apply proper English, spelling, and punctuation.
- Ability to read and interpret complex engineering plans and specifications, and professional journals.
- Ability to work outdoors in all-weather conditions and various terrains.

- Proficient in the use of mobile devices, survey equipment and common Microsoft Office programs, such as Word, Excel and PowerPoint, as well as web-based email and timesheet software.
- Ability to establish and maintain positive, professional working relationships with co-workers and supervisors.
- Ability to work with the public in a friendly, tactful manner.

INTERNAL/EXTERNAL CONTACTS

- Daily contact with Administrative Department and other departmental staff.
- Daily contact with the public.
- Some interaction with Department Heads to provide support and assistance.
- Daily contact with developers, builders, contractors and consultants.

QUALIFICATIONS

Minimum Qualifications

Bachelor's degree in physical or biological sciences, environmental studies, natural resources management, water resources or related field from an accredited college/university AND One year of professional experience in an environmental, natural resources or water resources field; preferably for a municipal government OR Equivalent combination of relevant education and work experience totaling at least five years. Certified Erosion, Sediment and Stormwater Inspector (CESSWI) and/or Certified Professional in Erosion and Sediment Control or the ability to obtain within six months of hire. Valid driver's license.

WORKING CONDITIONS

Position involves a combination of office and field work. Includes exposure to seasonal weather conditions, uneven terrain, and construction-related dust, noise and machinery. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually moderate in the office environment but can be loud in the field.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand and move about the office; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to speak, hear and see in order to share information, receive instructions and complete tasks using a computer screen. The employee must occasionally lift and/or move up to 25 pounds.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine
- Surveying/GPS Instruments, Measuring Wheels and Tape Measures

The City of Shakopee is an Equal Opportunity Employer.