

Stormwater Supervisor

Definition: Under general supervision, schedules, assigns and supervises activities of employees responsible for maintaining stormwater drainage systems, mowing, and urban forestry. Also responsible for the coordination of the City's and Division's compliance of the National Pollutant Discharge Elimination System (NPDES) Program.

Essential Functions: (Essential functions as defined under the Americans with Disabilities Act, may include the following tasks, knowledges, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive list of all functions and tasks performed by positions in this class.)

Tasks:

Supervises all assigned division personnel in the repair and maintenance of stormwater drainage systems; rights of way mowing both in-house and contracted, urban forestry, as well as maintaining ponds, ditches and other types of stormwater outfalls and structures. Oversees and inspects contract work while maintaining working relationships with vendors providing service to the City. Coordinates the division's compliance of the City's National Pollutant Discharge Elimination System (NPDES) Program, which govern stormwater permits, discharges, and related environmental regulatory requirements.

Assigns work orders; prioritizes work and assignments; reviews, inspects, and evaluates work completed by employees. Responsible for labor and expense tracking, reviews time cards, absentee reports and leave requests; assists in hiring, training, evaluations and discipline of employees. Purchases tools and equipment for work projects; charges out all materials to the proper work orders and purchase orders; conducts inspections to identify and schedule needed repairs and maintenance; maintains equipment and supply inventory. Maintains safe working conditions; responds to internal customer complaints. Maintains accurate, clear, and concise records for the NPDES database.

Maintains positive working relationships with other City departments while working on joint projects. Responds to after hours emergencies as required. Serves as a member of a high performing cross - functional work team and assists with, or assumes responsibilities as needed, in all other areas of the Transportation and Stormwater Division.

Knowledge, Skills, and Other Characteristics:

- Knowledge of applicable laws, ordinances, statutes, and regulations.
- Knowledge of City rules, policies and procedures.
- Knowledge of stormwater and sewer systems and functions.
- Knowledge of chemistry and mathematics sufficient for field laboratory calculations.
- Skill in supervising employees.
- Skill in reading blueprints and construction specifications.
- Skill in scheduling and prioritizing manpower and projects.
- Skill in file and records management.
- Skill in analyzing information and drawing valid conclusions.
- Skill in oral communications in both one-on-one and group situations.
- Skill in operating standard office equipment and computer hardware and software.
- Skill in written communications for both administrative and technical purposes.

Physical Requirements: Work requires on-site inspection of work performed and frequent travel around the City. Requires occasional reaching, and lifting and carrying objects up to 30 pounds. On rare occasions the work requires bending/stooping, climbing, crawling, kneeling, pulling, and pushing.

Qualifications: A Bachelor's degree in Physical, Natural, or Biological Science, Ecology, Environmental Management, Civil Engineering, Public Administration, or related field, and three (3) years of experience, including one (1) year in a supervisory capacity, or combination of education and experience. Certification as NPDES/Storm-water Inspector required within 6 months of placement into the position. Must have a valid Florida driver license.