



NPDES Coordinator

Category: Exempt
Pay Grade: E19
Job Code: 16364

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized professional, technical, and supervisory work managing and coordinating activities required under the State and Federally mandated National Pollutant Discharge Elimination System, (NPDES) permit; coordinates all County departments involved in meeting state and federal requirements; coordinates the NPDES municipal team which consists of 22 municipalities and FDOT included in the permit and manages several interlocal agreements with these municipal partners for services including water quality monitoring; supervises NPDES inspectors engaged in specialized scientific studies, violation investigations, and regulatory compliance monitoring.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises, plans, reviews, and oversees the work of subordinate Environmental Inspectors and gives assistance and advice on difficult and unusual problems;
- Responds to complaints of violations of County environment;
- Administers, supervises, and tracks County NPDES permit requirements;
- Assesses the impact of new Federal and State legislation on County maintenance and inspection programs, as well as water quality improvement projects and enforcement;
- Evaluates new NPDES permit requirements and recommends funding and implementation of potential stormwater programs countywide, as well as plans, develops, and manages new programs;
- Reviews and assists with revisions to the County code of ordinances to ensure compliance with State and Federal NPDES regulations;
- Prepares NPDES reports and responses to State officials and takes the lead during state audits;
- Leads Municipal and departmental NPDES committee meetings and additional meetings for permit applications, revisions, and modifications;
- Prepares, reviews, and manages interlocal agreements with local municipalities;
- Tracks staff hours, supplies, and laboratory costs to generate billing to co-permittees for water quality monitoring services;
- Coordinates efforts related to the NPDES required high-risk facility inspections and reporting requirements;
- Investigates, documents, and reports stormwater violations and determines enforcement action and abatement strategies;
- Schedules and leads enforcement meetings and serves as an expert witness as necessary;
- Mediates complex and potentially volatile enforcement situations;
- Advises the Department of Environment & Infrastructure, (DEI) employees, and municipal staff on proper investigation and enforcement procedures;
- Coordinates staff and prepares supplies and lab analysis as needed for special sampling events;
- Reviews data and provides enforcement action recommendations;
- Facilitates training classes for County and municipal staff on illicit discharge recognition;
- Coordinates and participates as a State certified trainer for the Sediment and Erosion Control Program;

- Attends training classes and conferences to maintain currency and inter-agency cooperation;
- Obtains grants and develops and implements NPDES training, and public outreach efforts;
- Attends local and regional taskforce meetings;
- Performs NPDES project and contract management;
- Provides scientific and technical interpretations concerning environmental issues to other sections, departments, or agencies as well as County citizens;
- Conducts environmental assessments in response to citizen concerns and inquiries;
- Participates in various environmental monitoring program activities in support of the NPDES permit, such as water quality, benthic, sea grass, and biological monitoring;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (7) years of experience assessing, planning, developing, and conducting programs in the assigned field of responsibility which includes one (1) year of experience as lead worker, trainer, or supervisor; or an Associate's degree in physical, natural, or biological science, anthropology, ecology, environmental engineering, or related field and five (5) years of experience as described above; or a Bachelor's degree and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification through the Florida Department of Environmental Protection, (DEP) Stormwater, Erosion, and Sedimentation Control Inspector Training & Certification Program. Candidate to acquire and maintain certification in Sediment and Erosion Control within six (6) months of beginning employment and complete the State Sediment and Erosion Control Train the Trainer program within 12 months of beginning employment.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of laws and rules governing procedures and legal requirements encountered in managing NPDES operations;
- Knowledge of research techniques, methods, and procedures;
- Skill in making formal, oral presentations to groups;
- Skill in planning, developing, evaluating, and implementing policies and procedures;
- Skill in advanced database, including data creation, management, and query and reporting functions;
- Skill in basic ArcMap® GIS;
- Ability to plan, supervise, and review activities of professional and support staff;
- Ability to partner with other agencies and organizations, to plan, coordinate, and manage delivery of environmental regulatory programs;
- Ability to make decisions in accordance with laws, regulations, or policy and apply these to work problems;
- Ability to develop effective office or field work procedures and to develop training programs;
- Ability to communicate effectively in verbal, written, graphic, and visual form;
- Ability to effectively enforce appropriate policy and rules with tact and courtesy;
- Ability to independently analyze and solve problems and render effective advice or assistance.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

- Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.