

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Working Title: Stormwater Specialist
Classification Title: Wastewater Specialist-Entry
Work Location: Bureau of Watershed Management – Green Bay

Purpose of the Position:

This position implements the Department's Stormwater Permit program and supports other watershed management activities in accordance with the federal Clean Water Act and applicable state statutes and administrative code. This position is responsible for the implementation of the construction and industrial storm water programs, including associated activities such as a) the issuance of Wisconsin Pollutant Discharge Elimination System (WPDES) permit coverage for storm water discharges from industrial and construction discharge sources, b) review and approval of storm water management plans and other associated documents, c) conducting compliance inspections and assessment of compliance with the permit requirements and other conditions, and d) initiating enforcement actions. Responsibilities and job tasks will include but are not limited to the following: a) collecting data and information, b) data entry and tracking, record-keeping, and preparation of reports and other documents, c) conducting assessments of stormwater management-related activities, d) providing recommendations to the Watershed Management Team and/or other storm water program staff, and e) and participation in watershed management implementation activities.

This position will assist with responses to emergency situations, such as spills, fish-kills and other disasters, if called upon.

Scope of Authority:

This position is supervised by the Watershed Management Field Supervisor, Green Bay, in the External Services Division, Watershed Management Program. This position is non-supervisory.

Location, Geographic Scope, and Travel Requirements of Position: This position will be located in the Green Bay Service Center and will have responsibilities in the Northeast Region and potential for support in adjacent areas. This position will require travel throughout the assigned geographic area for meetings and field inspections and will require some occasional statewide travel and overnight stays for meetings, trainings, or to provide program implementation support, and may require minimal out-of-state travel. Telework is available based on supervisorial approval.

TIME

GOALS AND WORKER ACTIVITIES

75% A.

COORDINATE AND IMPLEMENT THE WPDES STORMWATER PERMIT PROGRAM, including issuance of permits and assigning permit coverage, evaluation of permit-related materials, compliance audits and inspections, initiation, and execution of enforcement activities, and maintaining data and record-keeping systems related to regulated facilities in accordance with Section 1251-1387 of the Clean Water Act, chs. 281 and 283, Wisconsin Statutes, and chs. NR 120, 151, 153, 155, 205, and 216, Wisconsin Administrative Code.

- A1. In conjunction with supervisor and/or experienced staff, notify existing permittees (construction and industrial) of the responsibilities to be covered, distribute permit applications, and evaluate submitted applications for completeness and appropriateness of coverage, issue coverage letters under general permits, and track facilities on established database systems administered by the central office.
- A2. Track submittal of reports required by permits, including construction site erosion plans, industrial pollution prevention plans, site assessments and runoff monitoring results. Coordinate with supervisor and/or experienced staff to answer permittee questions on preparation and collection of information for submittals. Interpret and evaluate compliance submittals in conformance with permit requirements and to assess the environmental impact from the discharge sources.
- A3. Coordinate with supervisor and/or experienced staff conduct site inspections to determine compliance with permit requirements. Identify pollution prevention and source control opportunities and determine potential environment impacts while conducting the evaluations. Identify sources of storm water contamination, including air emissions, outside storage and equipment maintenance activities, and illegal discharge of process cleanup water. Evaluate the appropriateness of sampling locations and collect runoff samples. Prepare written documentation of inspections and evaluations.
- A4. Develop skills to assess compliance with permit required pollution prevention plans based on Department policies and procedures. Coordinate with supervisor and/or experience staff to initiate appropriate enforcement action, including notices of noncompliance, notices of violation or citations, in cooperation with environmental and law enforcement staff. Participate in enforcement conference(s); prepare data, exhibits, statements and testimony to support Department referrals to the Attorney General's office.
- A5. Remain informed and knowledgeable of stormwater best management practices, including management practices, control techniques and systems, and design and engineering methods.
- A6. Support establishment of permit requirements and assist in drafting stormwater permits in conformance with Department policies and procedures, including those related to public participation.

20% B.

GENERAL DUTIES AND RESPONSIBILITIES

- B1. With assistance from supervisor and/or experienced staff, respond to or assist in emergency situations and take appropriate action(s) in situations such as spills, fish kills and other disasters to protect resources. Action(s) may include investigation, evaluation

of impact, determination of corrective actions(s), thorough documentation of the incident, coordination of clean-up activities, providing recommendations for enforcement-related actions, and participation in enforcement related activities, if necessary.

- B2. Accept incoming complaints and respond to, investigate and follow through on the complaints and water quality concerns with assistance from supervisor and/or experienced staff.
- B3. Support team concepts by participating on other functional teams, as assigned.

5% C.

ORGANIZATIONAL RESPONSIVENESS AND PROFESSIONAL DEVELOPMENT

- C1. Attend seminars, conferences, workshops, technical training sessions, classes or other types of training opportunities to keep abreast of relevant technology, best practices or operational implementation approaches.
- C2. Review periodicals and technical publications and participate in continuing education activities to remain current on innovations and practices within the profession.
- C3. Follow all general and position-related safety requirements.

Knowledge Skills and Abilities

1. Skill in initiating and managing projects with moderate supervision.
2. Skill in the use of personal computers with an emphasis on use of the Microsoft Office Suite (i.e., MS-Word, MS-Excel, MS-Project, MS-PowerPoint).
3. Ability to interpret and apply principles and practices of surface water quality monitoring and data interpretation to assess biological, chemical, and physical features of lakes, rivers, and streams.
4. Knowledge of freshwater community ecology with an emphasis on understanding the effects of toxic and conventional pollutants on humans, wildlife, and fish and other aquatic life.
5. Ability to interpret and apply State and federal laws and Wisconsin Administrative Rules (Chapters NR 102, 103, 104, 105, 106, 120, 140, 152, 153, 154, 216, 243 and 207) pertaining to surface water quality, wetland and groundwater standards.
6. Knowledge of urban and construction site stormwater management as it relates to the development and implementation of watershed planning.
7. Skill in data entry, retrieval, and data management.
8. Skill in collecting, reviewing, interpreting, assessing, and evaluating reports or water quality data, permit applications, compliance documents, and related facts and information.
9. Skill in using evaluation and assessment techniques to identify problems or issues, and to determine appropriate solutions.
10. Knowledge of soil science, stormwater and/or water management principles and processes.
11. Knowledge of urban stormwater Best Management Practices and techniques.
12. Knowledge of effective cross-program integration, including integration between stormwater, fisheries, waterways & wetlands, law enforcement and other resource management programs.
13. Skill in effective communication with external partners, stakeholders and internal customers.

Physical Requirements and Environmental Factors:

Strength requirements: Regular physical work for conducting site inspections and compliance determination, including walking in various terrain, carrying field equipment, and digging soil pits. Occasional sedentary office work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently).

Physically: This position will spend approximately 50% of time indoors in an office setting.

Environmental Factors: This position will regularly spend more than one hour outdoors in varying weather conditions.

Equipment Used: Office equipment including telephone, computer hardware and software. Field equipment for site reviews, including digital camera, GPS unit, soil boring instruments and shovels.

Telework Evaluation: Telework may be available for this position upon successful completion of the probationary period.