

Stormwater Coordinator/Field Assistant

FLSA Status: Non-Exempt

General Definition of Work

Responsible for a combination of office administrative and field assignments including, but not limited to, a variety of clerical and administrative work related to public meeting Freedom of Information Act compliance, maintaining official records, and providing administrative support to the Watershed Management Division. Provide field data collection support for various Watershed Management functions, as well as assist in the administration of the standard operating policies and procedures of the Division for compliance as required by the Town's National Pollutant Discharge Elimination Permit (NPDES) Municipal Separate Storm Sewer System (MS4) program. Provide support as needed for implementation of the May River Watershed Action Plan initiatives. Work is performed under the moderate supervision of the MS4 Program Manager or Watershed Division Manager.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Provide administrative support for the Town's NPDES MS4 program implementation, such as:

- Performs routine clerical assignments as directed such as preparing a variety of documents including correspondence, memoranda, invoice processing (MUNIS software), reports (Cartograph and EnerGov software), sorts, copies and/or scans and files a variety of electronic and paper documents relating to stormwater administration and preparation of documents for technical stormwater plan review, including verification documents are accurate and complete.
- Performs coordinating and scheduling work related to public meetings/events including annual community cleanups, outreach campaigns and public involvement via Town-appointed committees and meetings such as makes copies, prepares packages for agendas, and applications documentation processing.
- Coordinates office management including basic recordkeeping, incoming/outgoing mail distribution, maintains departmental supplies, coordinates division's equipment maintenance.
- Acts as department receptionist by greeting and directing visitors to appropriate party, answering telephone/forwarding calls to appropriate party and assisting the public as required.

Perform and provide assistance with field data collection for the Town's NPDES MS4 program implementation, such as:

- Collect surface-water quality/level/flow measurements.
- Collect survey data and location of stormwater infrastructure utilizing a GPS.
- Utilize appropriate software including ArcGIS Online, Excel, Access or other database formats.

Provide support as needed for implementation of the May River Watershed Action Plan and other Stormwater Management Division initiatives.

Perform emergency or disaster-related duties as assigned. Participate in post-disaster recovery plan as assigned.

Attend meetings, conferences, workshops, and training sessions; review publications and other materials to become and remain current on new principles and practices in assigned areas.

Perform other duties as apparent or assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Knowledge, Skills and Abilities

Comprehensive knowledge of the department's policies and procedures; office procedures, practices and equipment; ability to make arithmetical computations; ability to operate a variety of office machines; ability to deal effectively with town supervisors and staff, vendors, must be able to work in an office or outdoors environment in a variety of weather conditions for extended periods of time; ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language; ability to prepare and present accurate and reliable reports containing findings; ability to operate a personal computer using standard and customized software applications appropriate to assigned tasks; ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions; must be able to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines; integrity, ingenuity, and inventiveness in the performance of assigned tasks is necessary.

Education and Experience

Minimum High School Diploma. Preferred Associates Degree in Business Administration or a Technical Field such as, but not limited to, surveying, construction management, biological sciences, and engineering support. Previous 1-3 years of experience in an office setting including computer file management, preferably a government agency or municipality, records management and collecting and posting payments.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently walking, sitting, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires standing, climbing or balancing, stooping, kneeling, crouching or crawling and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, legally operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

Special Requirements

Must have or obtain certification as a South Carolina Certified Erosion Prevention and Sediment Control Inspector (CEPSCI).

Possession of an appropriate driver's license valid in the State of South Carolina.

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