

Stormwater Project Manager

FLSA Status: *Exempt*
Grade: 15

General Definition of Work

The principal function of this position is to inspect and oversee planning, design, construction, and asset management of stormwater drainage/infrastructure and water quality projects in support of the Town's Strategic Plan, Municipal Separate Storm Sewer System (MS4) program, National Pollutant Discharge Elimination System (NPDES) permit, and May River Watershed Action Plan. The work is performed under the supervision and direction of the Watershed Division Manager, but considerable leeway is granted to exercise independent judgment and initiative. The nature of the work performed requires an employee to establish and maintain a high level of internal and external customer service via effective working relationships with other Town personnel, County staff, state agencies, utility companies, contractors, consulting engineers, and the general public.

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.

- Creates, evaluates and manages stormwater drainage and water quality Capital Improvement Program projects including obtaining easements, ensuring compliance with any local, state, or federal requirements/policies, and utilizing current technologies in Best Management Practices;
- Assists Watershed Division Manager in developing project objectives and obtains supporting construction documentation for projects including acquiring of easements, permits, survey information, coordinating with utility companies, preparing cost and quantity estimates, and dealing with property owners to minimize construction changes and maximize cost and scheduling efficiencies;
- Procures construction services to perform drainage maintenance and construction in accordance with Town Code; prepares bid documents; gains approval of contracts; ensures all terms and conditions of contracts are met;
- Plans, manages, and coordinates activities involving easement acquisition, construction, improvement, and maintenance of Town drainage systems including road drainage projects, outfall drainage projects and pipe installations using GIS and Cartegraph asset management software;
- Coordinates and provides customer service to property owners, general public, contractors, utilities, and other government agencies including responding to concerns and questions related to projects/activities: provides information, researches problems, and initiates problem resolution.
- Inspects and documents contractor work ensuring conformance to plans, specifications, and permits; resolves field issues; maintains progress schedules; processes payments and change orders; ensures all terms and conditions of contracts are met;
- Reports project status to management; advises of problems; coordinates construction activities in accordance with approved budgets and management directive;
- Conducts and documents inspections on open channels for MS4 requirements; schedules maintenance projects, pre-storm inspections;
- Inspects and monitors drainage systems and related areas to identify problems, necessary repairs, or other situations requiring attention: issues work orders for required maintenance/repair work; reports damage/vandalism, potentially hazardous/dangerous situations, or other problems to appropriate personnel;
- 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.

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Knowledge, Skills and Abilities

- Knowledge of Town, Department, and Division operations, policies, and procedures;
- Knowledge of hydrology and hydraulic engineering principles and practices;
- Knowledge of the principles, practices, and methods of civil engineering;
- Knowledge of the Town's development standards and ordinances;
- Knowledge of generally accepted storm drainage and water quality Best Management Practices construction standards, methods, materials, techniques, phases, designs, practices, and procedures;
- Knowledge of engineering terminology, and the ability to read and understand plans and engineering studies;
- Knowledge of computer program applications, including GIS, related to project administration;
- Knowledge of federal, state, and local laws, policies, procedures, regulations, codes and ordinances, as they apply to storm water management and erosion control;
- Knowledge of the NPDES storm water permit program regulations and requirements;
- Ability to effectively and consistently interpret policies and ordinances to others;
- Ability to effectively present and promote department projects to the general public and media;
- Ability to effectively review and oversee the work of contractors;
- Ability to effectively detect discrepancies or deficiencies in project construction work and plans;
- Ability to coordinate with utility service providers, as well as federal, state, and regional agencies;
- Ability to make sound decisions and recommendations with respect to the cost-effectiveness and timeliness of construction;
- Ability to create or maintain computer databases;
- Ability to make quantity estimates and calculations accurately and efficiently;
- Ability to estimate construction costs of projects;
- Ability to read and interpret construction plans and specifications;
- Ability to develop complete and accurate work orders for stormwater maintenance and drainage projects;
- Ability to assist engineer with development of plans and specifications for stormwater projects;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to handle multiple projects and tasks simultaneously;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to establish and maintain effective working relationships with Town management and personnel, area businesses, Property Owner Associations, homeowners, contractors, architects, engineers, developers, other related professionals, and the general public.
- Ability to communicate effectively with others, both orally and in writing, using technical and non-technical language.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and oral instructions.

Education and Experience

- Minimum Education: Bachelor's Degree in Civil Engineering, Construction Management, Landscape Architect or related field; and

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- Considerable experience of three to five (3 – 5) or more years in storm drainage design, construction and inspection (including sediment and erosion control), infrastructure maintenance, and project management; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Special Requirements

- South Carolina Professional Engineer Registration or the ability to obtain registration or Engineering in Training, preferred.
- Must have or obtain certification as a South Carolina Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) within six (6) months of hire.
- Possession of an appropriate driver's license valid in the State of South Carolina.

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).

- **Data Utilization:** Requires the ability to review, evaluate, audit, deduce, classify, categorize, prioritize and/or assess/analyze data using established criteria. Includes exercising discretion in determining data classification, actual or probable consequences, and in referencing such evaluation / analysis to established standards for the purpose of referencing such evaluation to identify and select alternatives.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity and in coordinating activities of a project, program, or designated area of responsibility.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- **Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

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The principal duties of this class are primarily performed in the field and subject to a variety of weather conditions and terrains, include varied work schedules, and require the following essential physical abilities:

- Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- 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.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching the skin, particularly that of fingertips.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- 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.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- 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;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- 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.
- Talking 1: 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.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

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