



STAFFORD COUNTY
Department of Human Resources
Stafford, VA 22555-0339

<http://staffordcountyva.gov>

**Invites Applications for the Position of:
ENVIRONMENTAL PROGRAMS ADMINISTRATOR 02657**

An Equal Opportunity Employer

SALARY

\$36.05 - \$42.36 Hourly \$74,984.00 - \$88,106.00 Annually

OPEN DATE: 05/16/19

CLOSING: 06/14/19

THE POSITION

Performs difficult professional and administrative work as coordinator and manager of the Environmental Programs Section of the County's Code Review & Inspections Division. Primary responsibilities include Erosion and Sediment Control, Stormwater Management and VSMP programs, the County's Municipal Separate Storm Sewer System (MS4) permit program, Floodplain Management and Community Rating System programs, Dam Break Inundation Zone analyses and special and/or ongoing projects as assigned. Provides oversight for Plan Review and Inspection Staff; coordinates the dispersal of information to and from County employees, the public, consulting engineers, contractors, and state and federal agencies; does related work as required. Work is performed under general supervision. Supervision is exercised over a Deputy Environmental Programs Administrator position and other professional, technical, and clerical positions.

EXAMPLES OF DUTIES

Supervises and/or performs complex technical civil engineering work; reviewing development plans, plats and construction cost estimates; inspecting and monitoring construction projects; monitoring construction security program;
Reviews requests by developers for establishment of financial securities for development projects and coordinates review with other divisions/departments;
Inspects field construction and prepares reports on status of completion and work remaining;
Develops requests for proposals for engineering and construction services;
Supervises cooperation with and support of other County entities with an emphasis on the Planning & Zoning Department, Customer & Development Services Division and Capital Design & Construction Division;
Implementation of MS4 permit requirements for the mapping of Stormwater Management Facilities and storm sewer outfalls; Develops and maintains databases and County GIS mapping systems;
Coordinates stormwater public education and outreach programs;
Implements and updates an illicit discharge investigation program; Responds to complaints of illegal dumping to the storm drainage system and conducts dry weather screening investigations of storm sewer outfalls;
Development and review of stream assessments, watershed management plans, and nutrient reduction (stormwater retrofit) plans;
Supervises inspection and maintenance programs for post-construction Stormwater Management Facilities;
Development of pollution prevention plans and good housekeeping measures for municipal

facilities; development of training materials and training of other County employees on pollution prevention principles;

Oversees the inspection of land development projects for compliance with Erosion and Sediment control and Stormwater management ordinances;

Supervises professional, and technical staff that performs Erosion and Sediment Control, Stormwater Management, Pollution Prevention and other inspections as necessary;

Approves/Denies release of E&S and stormwater securities and approves/denies developer applications for Notice of Termination for VPDES Permit;

Develops annual budget regarding stormwater operating costs and CIP; Encumbers purchase orders and pays invoices through HTE (financial and accounting management software);

Develops RFPs and coordinates interviews for various Stormwater and Environmental projects;

Oversees implementation of the Nutrient Management Plans for municipal facilities, coordinates with other departments as necessary;

Oversees Stormwater As-built approval process;

Oversees the development, maintenance and administration of the programs, codes and policies associated with the County's Floodplain Management Ordinance and Community Rating System (CRS) participation.

Oversees the development, maintenance, analyses and administration of the programs, codes and policies associated with the County's Dam Break Inundation Zones.

Oversees drainage complaints from citizens, investigates records and documents as necessary;

Coordinates with Citizen Action Officer;

Reviews development plans for compliance with stormwater management and environmental regulations;

Coordinates and manages the County's compliance with Total Maximum Daily Loads (TMDLs) including the TMDL for the Chesapeake Bay, Rappahannock River and other local TMDLs. Participates in TMDL Development and TMDL Implementation Plan committees;

Represents the County at meetings on stormwater issues including the Virginia Municipal Stormwater Association (VAMSA), George Washington Regional Commission (GWRC), Northern Virginia Regional Commission (NVRC) and other municipal organizations;

Oversees and directs the work of contractors and consultants;

Prepares and manages applications for grant and cost share funding;

Prepares and maintains appropriate records and files;

Prepares reports;

Attends meetings to present and support projects; and

Performs related tasks as required.

TYPICAL QUALIFICATIONS

Thorough knowledge of stormwater management, water quality, and floodplain management and related laws and ordinances; thorough knowledge of the principles and practices of water resources engineering related to the development and implementation of stormwater and environmental management programs; thorough understanding of site development plans as they pertain to stormwater management; general ability to plan and implement an educational program; ability to perform hydrologic and hydraulic computations and use GIS and database computer programs; ability to deal effectively with the public, state and federal agencies, contractors, developers, etc.; ability to communicate effectively both verbally and in writing with the public, state and federal agencies, contractors, developers, consultants and co-workers; ability to supervise others.

Any combination of education and experience equivalent to graduation from an accredited college with major course work in civil engineering, environmental science or planning, hydrology, water resources management, or a related field; considerable experience in water resources and/or environmental program management.

SUPPLEMENTAL INFORMATION Possession of a valid driver's license issued by the Commonwealth of Virginia. Possession of or ability to obtain Virginia Erosion and Sediment Control and Stormwater Management Combined Administrator (Dual) Certification within

eighteen months of hire date and to maintain such certification(s) throughout employment tenure.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://staffordcountvva.gov>
OR
P.O. Box 339,
Stafford, VA 22555-0339

EXAM #02657
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