

# **JOB OPPORTUNITY CITY OF MANASSAS**

## **STORMWATER ADMINISTRATOR**

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. If you share our core values, then you may be the ideal candidate to be the next Stormwater Administrator for the City of Manassas. Are you a problem solver? Do you value diverse job duties and opportunities?

The next Stormwater Administrator will provide overall coordination and oversight of the City's Stormwater Management program and MS-4 permit compliance. The position will perform professional level work in support of other City Departments who have a role in stormwater and MS-4 permit compliance. Position will also have the management oversight function for the City's stormwater utility fund and associated staff.

Provides administrative oversight and management of the City's TMDL development and stormwater management program to include the stormwater management utility and the City-wide MS-4 permitting process through DEQ.

Coordinates and administers the City's stormwater capital improvement program and initiates strategic planning and budget recommendations. Ensures the City's MS-4 program is in compliance and permit is submitted on time and issued as required and submits annual updates to DEQ necessary for permit compliance. Supervises the Environmental Planner who has day to day responsibility for MS-4 issues and TMDL regulations.

May review development plans for compliance with adequate channel, stormwater management and other environmental and engineering aspects of the City's Design and Construction Standards Manual (DCSM) and makes recommendations to keep the City's standards up to date with current state regulations, Subdivision Ordinance and Zoning Ordinance.

Conducts site visits/inspections and generates follow-up recommendations on issues related to complex development projects and drainage investigations and oversees water quality monitoring. Coordinates storm system maintenance work with the Department of Public Works (DPW) and prioritizes necessary work and improvements with DPW. Provides guidance as to scope and standards to be followed.

Coordinates biweekly interdepartmental stormwater committee meetings and serves as chairperson of the committee and provides updates to stakeholders. Provides technical assistance to citizens, property owners, land developers, design professionals, City staff and others related to stormwater management, adequate drainage issues, and environmental elements. Assists with reviews of stormwater management plans and conducts site reviews in conjunction with the Engineering Department for conformance with design plans and the function and adequacy of facilities and systems. Coordinates mapping of stormwater facilities in the City with GIS staff. Assists with grant applications and administration of funding.

Provides technical assistance for the Stormwater Management Program, Floodplain Program, Wetland and VPDES Permitting Program.

Manages projects during design and/or construction phases; attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; prepares, reviews, and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; and facilitates project acceptance with other City departments or government agencies.

Coordinates reviews with the Engineering Department for LOMR and CLOMR studies, and any other FEMA-related floodplain issues on an as-needed basis.

Performs other duties as required.

Bachelor's degree in Environmental Science, Civil Engineering, or related field required; supplemented by two to four years' experience, preferably in public works; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities for this position. Must possess and maintain a valid Virginia driver's license.

If not certified at time of hire, Completion of the first required training class (Basic Storm Water Management in Virginia) within 6 months of appointment and possession of valid Storm Water Management & Erosion Sediment Control Combined Administrator Certifications from The Virginia Department of Environmental Quality within 24 months from the date of hire. Certification as a Floodplain Administrator would be a plus.

To apply, please complete the City's electronic job application at <http://www.manassascity.org/hr/jobs>

This position will remain open until filled.

**EOE M/F**