

Job Title: Deputy Environmental Programs Administrator

Salary: \$34.37 - \$46.39 Hourly
\$71,489.60 - \$96,491.20 Annually

Job Type: Full-Time

Location: Stafford County, Virginia

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[Job Description](#)

[Benefits](#)

[Supplemental Questions](#)

Performs difficult professional and administrative work as the deputy coordinator and deputy manager of the Environmental Programs Section of the County's Code Review & Inspections Division to include Erosion and Sediment Control, Stormwater Management and VSMP programs, and the County's Municipal Separate Storm Sewer System (MS4) permit program. Supervises other professional, technical and clerical positions. Work is performed under the general supervision of the Environmental Programs Administrator.

Examples of Duties:

Supervises and performs complex, technical civil engineering work; reviews development plans, plats and construction cost estimates; inspects and monitors construction projects; monitors construction security programs;

Reviews requests submitted by developers for the establishment of financial securities for development projects and coordinates the review with other divisions and departments;

Develops requests for proposals for engineering and construction services;

Inspects field construction and prepares reports on the status of completion and work remaining;

Cooperates with and supports other County entities with an emphasis on the Planning & Zoning Department, Customer & Development Services Division and Capital Design & Construction Division;

Manages the 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;

Develops and reviews stream assessments, watershed management plans, and nutrient reduction (stormwater retrofit) plans;

Supervises inspection and maintenance programs for post-construction Stormwater Management Facilities;

Develops pollution prevention plans and good housekeeping measures for municipal facilities; develops training materials and trains 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 and denies the release of E&S and stormwater securities and approves and denies developer applications for Notice of Termination for VPDES Permits;
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 the 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 assigned by the Environmental Programs Administrator and 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 to 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.

Supplemental Information:

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.