

City of Madison

Job Description



Title: Engineering Manager

Department: Engineering

FLSA Status: Exempt

Pay Grade: 116

New Position

Position Change

Effective Date 1/12/2026

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This position oversees the planning, direction, supervision, and coordination of daily operations for stormwater management, new development, and GIS programs. The role ensures compliance with federal, state, and local environmental regulations, with an emphasis on new development permitting and adherence to Alabama Department of Environmental Management (ADEM) requirements, including the Clean Water Act and Alabama NPDES General Permits for construction and Municipal Separate Storm Sewer Systems (MS4). This position serves as the organization's senior subject matter expert on stormwater conveyance, modeling, permitting, erosion and sediment control, and best management practices (BMPs), ensuring that all projects and operations meet both regulatory obligations and community environmental goals. Incumbent will oversee permit applications, annual reporting to ADEM, inspection schedules, and Stormwater Pollution Prevention Plan (SWPPP) implementation. This role involves close coordination with municipal leaders, state regulators, engineers, and the public to safeguard Alabama's waterways, promote sustainable development, and address site-specific compliance challenges unique to the state's diverse geography.

Essential Functions/Major Responsibilities:

- Directs all aspects of stormwater compliance with ADEM and EPA regulations.
- Manages NPDES permitting processes for construction sites, industrial facilities, and MS4 programs.
- Conducts and oversees inspections, water quality monitoring, and SWPPP implementation.
- Ensures compliance with ADEM Administrative Code, Division 335-6-12, and related environmental standards.
- Develops and manages the Municipal Separate Storm Sewer System (MS4) program in accordance with ADEM and EPA requirements.
- Manages the preparation and submittal of the annual MS4 report and other required documentation to ADEM.
- Coordinates with ADEM inspectors and address any Notices of Violation (NOVs) or compliance orders.
- Oversees public education and outreach initiatives in compliance with MS4 requirements.
- Monitors legislative and regulatory changes in Alabama affecting stormwater compliance.

- Oversees permitting, inspection, and enforcement activities related to stormwater discharges and construction site runoff.
- Provides technical review for all subdivision and site plan submittals for compliance with the City of Madison Subdivision Regulations and the City of Madison Construction Specifications Manual for Public Improvements.
- Reviews plans and hydrology reports for new development to ensure the design meets minimum MS4 permit requirements.
- Ensures that storm water drainage and roadway design for new development meets City of Madison standards, specifications and regulations.
- Attends all technical review meetings pertaining to the submittals for developments within the city limits.
- Reviews and coordinates private project development plans for compliance with City codes, regulations and standards and compliance with other approved plans.
- Oversees the maintenance of stormwater infrastructure, inventory, and asset management records.
- Collaborates with engineers, developers, contractors, and the public to promote best management practices (BMPs).
- Responds to drainage complaints and flooding incidents with technical evaluations and proposed solutions.
- Assists in the development or update of local amendments, policies, and procedures related to plan review and permitting
- Manages the enforcement of Municipal Code requirements relating to the MS4 permit.
- Responds to and investigate reports of illicit discharges and illegal dumping into the municipal storm sewer system.
- Acts in response to spills and leaks into the municipal storm sewer system and prepares detailed reports of containment activities.
- Manages dry and wet weather stream screening and reporting requirements.
- Manages the GIS unit within the department.
- Reviews and approves floodplain development permit

Secondary Functions:

- Performs other related duties as required.

Job Scope:

- Work is performed under the general direction of the City Engineer.
- Makes recommendations based on federal, state and local law, best practices and city goals and objectives.

Supervisory Responsibility:

Provides leadership and supervises work of assigned staff and contractors, Including hiring and performance management

Interpersonal Contacts:

- Must establish and maintain effective working relationships with State agencies, Mayor, City Council, City personnel, GIS professionals, engineers, surveyors, utility personnel, school

personnel, equipment professionals, and members of the general public for the purpose of giving or exchanging information and providing services.

Knowledge, Skills, and Abilities:

- Knowledge of federal, state, and local stormwater regulations, including the Clean Water Act, NPDES program, and Alabama Department of Environmental Management (ADEM) requirements.
- Knowledge of ADEM Administrative Code, Division 335-6-12, and the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas.
- Knowledge of municipal separate storm sewer system (MS4) program requirements, including public education, illicit discharge detection, and annual reporting.
- Knowledge of stormwater pollution prevention plans (SWPPPs) and best management practices (BMPs) for erosion and sediment control.
- Knowledge of hydrology, hydraulics, and watershed management principles as they apply to stormwater management in Alabama's diverse geographic regions.
- Knowledge of environmental inspection and enforcement procedures, including documentation and regulatory reporting.
- Knowledge of construction site management practices that affect water quality and compliance.
- Knowledge of environmental sampling methods, water quality monitoring protocols, and data analysis techniques.
- Skilled in project management.
- Skilled in interpreting and applying ADEM and EPA stormwater regulations to a variety of site and program conditions.
- Skilled in developing, reviewing, and implementing SWPPPs and erosion and sediment control plans.
- Skilled in conducting stormwater compliance inspections and preparing detailed reports.
- Skilled in analyzing technical data and preparing regulatory submissions, including annual MS4 reports.
- Skilled in using ACAD, GIS mapping, hydrologic modeling tools, and other relevant software for stormwater management.
- Skilled in coordinating multi-agency efforts, public outreach, and stakeholder engagement.
- Skilled in leading training programs for municipal staff, contractors, and developers on stormwater compliance.
- Skilled in resolving compliance issues and developing corrective action plans to address deficiencies.
- Ability to manage complex projects and balance competing priorities while ensuring regulatory compliance.
- Ability to communicate effectively with regulatory agencies, elected officials, engineers, contractors, and the public.
- Ability to interpret technical engineering plans, environmental regulations, and permit requirements.
- Ability to identify, assess, and mitigate stormwater-related environmental risks.
- Ability to maintain accurate records and prepare clear, concise, and defensible reports.

- Ability to stay current with emerging stormwater management technologies, policies, and best practices.
- Ability to mentor and provide technical guidance to junior staff and program partners.
- Ability to work effectively in both field and office environments under varying weather conditions.

Education and/or Experience:

- Bachelor's degree in Environmental Science, Civil or Environmental Engineering, or related field (Master's preferred)
- 8+ years of progressively responsible experience in stormwater management, permit review and floodplain management including work with Alabama-specific NPDES permitting.
- Strong understanding of ADEM regulations, MS4 program requirements, and erosion/sediment control BMPs.
- Knowledge of federal and state environmental laws, particularly ADEM and EPA stormwater regulations.
- Demonstrated leadership in coordinating with regulatory agencies, local governments, and the public.
- Certified Floodplain Manager (CFM)
- Other professional certifications such as Professional Engineer (PE), Certified Professional in Erosion & Sediment Control (CPESC), Quality Control Inspector (QCI) or Certified Stormwater Manager (CSM) preferred
- Experience with Alabama MS4 Phase I or Phase II compliance programs is preferred.

Additional Requirements:

- Strong background record required due to accessibility to city property and private property and interaction with public.
- Must maintain a strong driving record for city insurance purposes and record may be periodically checked by the city.
- Demonstration of a high level of judgement and discretion required for maintaining confidential and sensitive information.

Job Conditions:

- Normal office working conditions plus working outside in various weather conditions and terrain.
- Must be able to work occasional extended hours and weekends, at times with little or no notice.
- Job may require nonstandard working hours to meet deadlines, to attend evening meetings and work sessions, to be available during emergency/storm events and occasional work on weekends.

Physical Capabilities:

- This position's physical requirements involve light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must be able to inspect construction projects, drainage problems, and citizen complaints.
- Mobility to occasionally inspect and work in various terrains, including ditches and pipe systems.
- Work is performed while intermittently sitting, standing, kneeling, stooping, crawling, twisting, walking, bending, or crouching.

- The employee may be exposed to noise, dust, dirt, grease and occasional hot and cold temperatures or inclement weather.
- Ability to drive and travel to different sites.
- Must be able to work on computer, sometimes for a long period of time.

Mayor Approval, Date

Department Head Approval, Date