

# City of Madison

## Job Description



**Title: Stormwater Enforcement Officer**

**Department: Engineering**

**FLSA Status: Non- Exempt**

**Pay Grade: 106**

**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 is responsible for the planning, implementation, and oversight of stormwater management programs in compliance with local, state (ADEM), and federal (EPA NPDES) regulations. This role plays a critical part in protecting water quality, preventing flooding, and ensuring sustainable stormwater infrastructure throughout the jurisdiction.

### **Essential Functions/Major Responsibilities:**

- Assists in the development of the Municipal Separate Storm Sewer System (MS4) program in accordance with ADEM and EPA requirements.
- Performs the inspections and enforcement activities related to stormwater discharges and construction site runoff as required by ADEM
- Prepares and submits required stormwater reports for use internally or to regulatory agencies (e.g., NPDES annual reports).
- Collaborates with engineers, developers, contractors, and the public to promote best management practices (BMPs).
- Performs annual inspections of City-owned and/or City-maintained stormwater facilities & BMPs
- Develops and implements public education and outreach programs related to stormwater pollution prevention.
- Ensures compliance with evolving building codes and industry standards by participating in ongoing training, maintaining certifications, and reviewing updates to local and national codes.
- Responds to drainage complaints & flooding incidents, and coordinate with Public Works & Engineering personnel to evaluate the concerns and propose solutions.
- Enforces 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 or other natural watercourses.
- Acts in response to spills and leaks into the municipal storm sewer system and prepares detailed reports of containment activities in accordance with local, state or federal requirements
- Manages dry and wet weather stream screening and reporting requirements.
- Schedules & coordinates annual training for City personnel about their various roles for maintaining compliance with the MS4 permit

- Performs inspection for Building permit Engineering compliance related to Civil works done external to buildings/structures
- Assists with reviewing of new building permits (e.g. plot plans and foundation surveys)
- Issues written review comments, approvals, and conditions, maintaining proper documentation and electronic records within the permitting system.

**Secondary Functions:**

- Performs other related duties as required.

**Job Scope:**

- Department Head or designee assigns work in terms of general instructions.
- Department Head or designee spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.
- Guidelines are generally clear and specific but may require some interpretation in application.

**Supervisory Responsibility:**

None

**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, and MS4 permitting requirements.
- Knowledge of best management practices (BMPs) and stormwater pollution prevention plans (SWPPPs) for stormwater pollution prevention and control.
- Knowledge of municipal planning processes, zoning, and public works operations related to stormwater.
- Knowledge of ACAD or GIS software with ability to perform basic functions like navigate or interpret electronic maps or drawings
- Knowledge of emergency management procedures related to storm and flood events.
- Skill in project management.
- Skill in analyzing and interpreting technical data related to water quality, runoff, and drainage systems.
- Skill in writing detailed technical reports and regulatory documents,
- Skill in conducting field inspections of stormwater infrastructure to ensure compliance and functionality.
- Skill in communicating complex information clearly to diverse audiences, including the public and officials.
- Skill in developing educational materials and outreach programs related to stormwater awareness.

- Skill in navigating regulatory frameworks and ensuring program compliance with environmental standards.
- Skill in using Microsoft Office tools and departmental software to perform job-related tasks efficiently.
- Ability to interpret and apply complex environmental regulations and engineering guidelines.
- Ability to manage multiple priorities and deadlines in a fast-paced regulatory or emergency environment.
- Ability to develop and maintain effective inspection and maintenance schedules for stormwater systems.
- Ability to identify, evaluate, and recommend improvements to stormwater infrastructure and practices.
- Ability to communicate effectively in both written and verbal formats with a wide range of stakeholders.
- Ability to respond quickly and effectively to flooding, drainage complaints, or environmental emergencies.
- Ability to stay current with changes in stormwater regulations, technologies, and industry best practices.
- Ability to work outdoors in varied weather conditions and on active construction or field sites.
- Ability to work effectively with others and supervise effectively with diplomacy.

**Education and/or Experience:**

- Bachelor's Degree from an accredited college or university with major course work in Environmental Sciences, Natural Resource Sciences, Civil Engineering, Hydrology, or a related field preferred.
- Knowledge of federal and state environmental laws, particularly ADEM and EPA stormwater regulations.
- Minimum of 5 years of progressively responsible experience in Stormwater regulations, code enforcement, flood prevention/mitigation and flood plain management is 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.
- Qualified Credentialed Inspector (QCI) certification required or obtained within one (1) year.
- Must maintain a strong driving record for city insurance purposes and record may be periodically checked by the city.
- Prefer certification or ability to obtain Certified Floodplain Manager (CFM) certification.

**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.

**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.
- 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.

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**Mayor Approval, Date**

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**Department Head Approval, Date**