

CITY OF WATERTOWN DESCRIPTION

POSITION

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE: JUNE 22,
2020 **REVISED**
JUNE 13, 2023

Title: Stormwater **Project** Manager/**Grant Writer/Administrator**

Department: Public Works
Division: Engineering

FLSA Status: Exempt
Grade: **M?**
Step: 1 – 6 (Hiring)

General Summary:

The Stormwater **Project** Manager/**Grant Writer/Administrator** position is responsible for administering the City's stormwater program, including compliance with federal, state and city laws and regulations relating to stormwater. Work includes planning, analysis, coordination and administration of stormwater program in compliance with federal and state regulations and guidance and management of the technical requirements established by the governing laws and standards. The position oversees field inspections required under the Municipal Separate Storm Sewer System (MS4) program, development of a replacement and repair program, public outreach and report writing, plan reviews, and Utility Fee Management and Compliance. Under general direction, administers storm water construction site runoff, illicit discharge and storm water management facility inspection programs for the City's MS4. Performs duties requiring the analysis of broad and complex problems and planning of various interrelated functional Stormwater Utility activities. Shall assist with the coordination of the Stormwater Utility program; to assist in the preparation of a 5 year capital plan for the Stormwater Utility program; to assist in contract management as needed; to assist with coordination of consultants; to write Requests For Proposals as needed; to assist with budget management; to effectively communicate during project delivery; and to perform additional tasks as assigned by the **Director of Public Works/City Engineer**. The ideal candidate will be experienced in stormwater management and have extensive experience in stormwater monitoring, data analysis, public education and outreach. **The preferred candidate will possess previous experience with significant development projects and be capable of writing an organized, thoughtful and persuasive grant proposal. Good communication and organization skills are required.**

Essential Duties and Responsibilities:

- The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

- Implementation and administration of the City's National Pollutant Discharge Elimination System (NPDES) permitting, MS4 and Storm Water Utility Program;
- Prepares and maintains inspection, enforcement and compliance reports;
- Obtains required easements or permits for streets and storm drainages;
- Participate in the development and implementation of program goals, objectives, policies, procedures and priorities;
- Assists in preparation of engineering designs, specifications, costs and quantity estimates for Storm Sewer projects;
- Conducts site inspections of construction projects and discusses problems that may require project changes with affected crews or contractors; recommends methods of resolving unusual complex engineering problems related to storm water drainage;
- Outlines scope of work and prepare request for quote (RFQ) and request for proposal (RFP) for stormwater projects;
- Creates reports using ArcGIS software and Microsoft Excel based on inspections;
- Assists in the analysis of funding trends and stormwater project needs and develops an effective funding program, including research for and preparation of grant applications;
- Assists with public education and public participation programs relative to stormwater and pollution prevention;
- Oversees and assists as needed with erosion and sediment control inspections;
- Establishes and ensures completion of schedule for annual inventory and inspections of the city's stormwater management infrastructure, including documentation of inspections and preparation of necessary work orders for the public system;
- Conducts reviews of land disturbance plans for compliance with NPDES and provides compliance comments;
- Assists in the coordination with the Zoning Administrator in effective implementation of the city's development processes, to include technical plan review and advice;
- Oversees routine Stormwater Geographic Information Systems (GIS) data updates;
- Negotiate, administer, and monitor Stormwater related contracts. Assist with the selection, negotiation and management of professional services contracts; monitor contract compliance and status; inspect worksites to ensure progress and compliance.
- Review plans and supplemental information for developments inside the city enforcing the stormwater management and erosion control ordinances and design standards.
- Develop and deliver progress reports, proposals, meeting agendas, meeting minutes, requirements documentation, and presentations as needed.
- Answer questions and provide information to the general public; provide relevant information to designated City's Public Information Officer (PIO); respond to and resolve citizen inquiries and complaints; refer difficult and sensitive problems to appropriate staff.
- Ability to communicate with people to convey or exchange professional information.
- Ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.
- Ability to produce reports with proper format, punctuation, spelling and grammar, using all parts of speech.
- Ability to professionally interact with people (i.e., staff, general public, elected officials, and contractors) beyond giving and/or receiving instructions.
- Attend committee, commission, and common council meetings as requested.

- Perform general office duties, as needed, including: answering the telephone, taking and relaying messages, copying documents, assisting the general public, and maintaining files. Perform other related duties as required.
- Periodically this position will be required to write and coordinate grants for the Engineering Division and to a lesser extent for other departments as necessary.
- As grant writer; composes a specific application for a specific grant. The grant application must demonstrate that the organization receiving the grant possesses three qualities: the organization is a good fit for the grant being offered; the organization can demonstrate a past history of excellence; and the organization has a clear strategy for using the grant if it is awarded.
- Grant Writing and Coordination:
 - Researches grant programs that the City would be a good fit for.
 - Conduct prospect research to produce sufficient numbers and quality of grant applications
 - Composes a specific application for a specific grant.
 - Capable of writing an organized, thoughtful and persuasive grant proposal.
 - Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals.
 - Performs duties of a grant administrator: maintain current records in database and in paper files, including grant tracking and reporting.
 - Strong written communication skills; ability to write clear, structured, articulate, and persuasive proposals.
 - Strong editing skills.
 - Attention to detail.
 - Ability to meet deadlines.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body Graduation in science, engineering or related field and experience with NPDES MS4 compliance preferred. Certified WI Qualified Compliance Inspector of Stormwater (QCIS) or Certified Professional in Erosion & Sediment Control (CPESC), Certified Inspector of Sediment and Erosion Control (CISEC) or other related certification(s) preferred.
- Three (3) years stormwater related experience preferred.
- Two years of experience coordinating NPDES MS4 compliance activities or coordination experience in a related field required.
- Track record of grant writing success, skilled in performing grant writing research to produce quality grant applications. Knowledge to compose a specific application for a specific grant. Knowledge of writing an organized, thoughtful and persuasive grant proposal.
- Any combination of education, training and experience, which provides the knowledge, skills and abilities required for the job.
- Must possess and maintain a valid driver's license.

ACCOUNTABILITIES AND WORK ENVIRONMENT

Accountabilities Shared By All Employees:

1. Performs job responsibilities in a manner consistent with the City's mission, and goals.
2. Develops and maintains a thorough working knowledge of all departments and City-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the City in a professional manner to all internal and external contacts when doing City business.
7. Complies with all rules and policies in order to maintain safe work environment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Physical Requirements:

1. Must be physically able to operate a variety of machines and equipment including computer, metal detectors, drafting equipment, hammers, shovels, and measuring tape.
2. Must be able to move or carry job related objects or materials. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of roadway projects, surveying, etc.
3. Physical demand requirements are at levels of those for medium active work.

ENVIRONMENTAL ADAPTABILITY

Work is normally performed in both an office environment and outside. Related occupational hazards include: heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, and machinery.

LICENSING & CERTIFICATIONS:

Required:

Possession of an appropriate, valid driver's license and ability to maintain insurability.

Preferred:

Project Management Professional, ArcGIS, Certified Floodplain Manager (CFM) and OSHA 30 Certification, Certified Construction Manager. Wisconsin Professional Engineer (PE) license or eligible to have the license transferred within two years.