



SILVER SPRING TOWNSHIP JOB DESCRIPTION

TITLE: MS4 Program Coordinator

DEPARTMENT: Community Development

CLASSIFICATION: Full-Time, Hourly (Non-Exempt)

JOB CLASS: Specialist II

REPORTS TO: Community Development Director

AMENDED: June 2017

POSITION SUMMARY: Responsible for the development, implementation, and coordination of all aspects of the Silver Spring Township Municipal Separate Storm Sewer System (MS4) program under the PA DEP NPDES Permit. Also responsible for ensuring compliance with the Township's NPDES Permit for Stormwater Discharges and the Chesapeake Bay Pollutant Reduction Plan. The MS4 Program Coordinator shall adhere to the PA DEP Minimum Control Measures (MCM) including Public Education; Public Involvement; Illicit Discharge Detection & Elimination; Construction; Post- construction; Pollution Prevention and Good Housekeeping. This position may require working outdoors during both normal and inclement weather.

ESSENTIAL FUNCTIONS:

- Ensures the protection of Township interests as they relate to Phase II of the Watershed Implementation Plan and MS4 water quality improvement projects, including stream restoration, wetland creation, and stormwater management of low impact development projects.
- Coordinates implementation of the Watershed Plan and NPDES Municipal Separate Storm Sewer System (MS4) Permit program.
- Monitors key regulatory issues, keeps staff informed in regard to new legislation, Total Maximum Daily Loads (TMDL), changes in regulations, etcetera.
- Reviews and updates ordinances to comply with DEP and EPA requirements.
- Develops protocol and maintains organized records to document and track compliance with all MS4 requirements.
- Creates and manages a database for the documentation of requirements and information necessary in the completion of mandated reports.
- Coordinates and completes all required reports and plans for the MS4 Annual Report and the Chesapeake Bay Pollutant Reduction Plan (CBPRP) as well as PRP and TMDL plans.
- Develops and implements written training plans and training schedules; provides for Township wide training to ensure MS4 compliance.
- Provides educational materials related to MS4 for the Township's newsletter and website; develops and maintains written plans for each MCM.
- Identifies grant opportunities and prepares grant applications; assists with the administration of grant funding.



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- Manages GIS responsibilities to train others in GIS and GPS as well as manages map files and geodatabases, keeping them up to date.
- Gathers map resources from the county and other sources and makes maps for all township departments as needed.
- Produces various maps to identify the location of inlets, outfalls and other MS4 features using GIS mapping technology.
- Coordinates creek and stream cleanups and other volunteer events with local organizations.
- Oversees the Township's Conservation and Preservation Committee.
- Oversees the purchase, construction and sale of rain barrels.
- Holds regular meetings with staff to prioritize actions, leads implementation tasks, maintains focus on priorities, and reports progress.
- Presents regular updates to the Board of Supervisors regarding status of the Township's MS4 program.
- Assists with performing site visits, water sampling, evaluation of pollutants and determining their source; conducts enforcement actions for non-compliant offenders.
- Performs plan reviews; coordinates the construction and implementation of Township projects to ensure MS4 compliance; processes and reviews stormwater permit applications.
- Works with the Cumberland County Conservation District to ensure proper E&S controls.
- Researches, designs and implements projects such as riparian buffers, rain gardens, etcetera as a means of addressing requirements for pollution prevention and good housekeeping.
- Drafts and submits grant applications.
- Performs other related duties as assigned.

POSITION REQUIREMENTS:

Experience, Education, Licenses/Certifications

- Bachelor's degree in Natural or Physical Sciences such as Environmental Sciences, Engineering/Architecture, Biology, Ecology or a related field.
- Demonstrated experience in project management, with a background in natural sciences may be considered in lieu of a degree.



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- Minimum of two (2) years of experience working in the field to include experience with municipal operations and natural resource management.
- Must possess and maintain a valid Pennsylvania driver's license.

General Knowledge/Abilities

- Familiar with General Permit for Stormwater Discharges from Municipal Separate Storm Sewer Systems (MS4), water quality regulations/total maximum daily load (TMDL) requirements and local municipal zoning codes.
- Thorough knowledge of stormwater processes and water quality with a minimum of two (2) years of experience working in the field to include experience with municipal operations and natural resource management.
- Thorough knowledge of the requirements of NPDES General Permit for Stormwater Discharges for MS4 including project management and compliance initiatives.
- Experience working with Geographical Information Systems (GIS) and Global Positioning Systems (GPS), specifically ArcGIS, ArcCatalog, ArcGIS Online, and GPS Pathfinder.
- Able to interpret technical regulations and make practical applications in an even-handed, consistent manner.
- Must possess excellent organizational and research skills.
- Knowledge of basic capabilities and functions of software programs including the full Microsoft Office Suite.
- Skilled in the use of general office equipment such as telephones, fax, copiers, and computers.
- Must possess knowledge of basic math principles.
- Able to fluently speak and read the English language along with understanding and following both written and verbal direction.
- Able to demonstrate effective listening, inquiry and feedback skills.
- Able to demonstrate a strong internal and external customer service orientation
- Models professionalism and civic leadership; able to work effectively with project designers, government officials, legal staff, managers, regulatory personnel, and professional staff.
- Able to function independently, have personal integrity, flexibility and the ability to work effectively with the general public and fellow employees on a daily basis.
- Able to respond tactfully to complaints, concerns and questions, and appropriately direct response or take appropriate action to resolve situation or inquiry.



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- Able to work effectively as a member of a team in an office environment.
- Able to analyze information and evaluate results to choose the best solution and solve problems.
- Able to organize work and successfully manage multiple priorities and tasks.
- Able to be flexible and manage change; ability to multi-task.
- Must be able to execute the policies and procedures of Silver Spring Township.

SUPERVISORY RESPONSIBILITIES: None

DISCLAIMER:

In the performance of duties, I may be privy to information, which may include financial and/or personnel data. I understand the need for and shall adhere to a strict policy of ethical conduct and confidentiality in all matters pertaining to this position.

I understand the above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in the performance of the job.

I, _____ have read the above description and fully understand the requirements set forth therein and understand this job description is subject to change at any time. I hereby accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I have received a duplicate of this document for my records.

Employee

Date

Township Manager

Date