

City of Allentown  
Bureau of Engineering  
641 S 10th Street  
Allentown PA 18103

**Position:** Stormwater Monitoring Coordinator / Water Quality Manager

### **GENERAL PURPOSE**

The Water Quality Manager supports MS4 NPDES permit compliance by administering the Industrial Stormwater and Wet Weather Monitoring Programs. This position coordinates water quality data analyses and implements special studies to support the Stormwater Management Program and other regulatory requirements.

### **SUPERVISION RECEIVED**

Works under the supervision of the MS4 Coordinator.

### **SUPERVISION EXERCISED**

May exercise supervision over Environmental Compliance Inspectors.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- A. Oversees the Industrial Stormwater and Wet Weather Monitoring Programs, develops sampling plans and evaluates water quality data to support Stormwater Management Program compliance.
- B. Supports Illicit Discharge Detection and Elimination Program, complaint and field investigations.
- C. Secures laboratory contract and coordinates with the laboratory to ensure for appropriate sample collection and preservation techniques, sample pick up and analyses within proper holding time, and acquisition of supplies.
- D. Collaborates with the MS4 Coordinator to identify tasks for staff to support and ensure compliance with applicable regulations and requirements related to the City's Stormwater Management Program.
- E. Manages activities including the acquisition, analysis, interpretation, calculation and reporting of a wide variety of data including, but not limited to, precipitation, surface water, ground water, and habitat assessments.
- F. Develops, designs and prioritizes appropriate monitoring projects and special studies to characterize water quality and to meet regulatory requirements.
- G. Coordinates and directs the work of Environmental Compliance Inspectors, Environmental Technicians and/or consultants.

- H. Conducts industrial site inspections and supports efforts to achieve industrial compliance.
- I. Assists with preparation of annual stormwater budget and monitors and controls expenditures within the limits of authorized program funding.
- J. Develops technical reports, graphs, and other communications related to collected water quality and environmental data.
- K. Supports watershed projects that engage City and regional cooperation.
- L. Advises staff and industrial users of existing standards and requirements under the Clean Water Act.
- M. Performs announced and unannounced industrial sampling.
- N. Conducts watershed inspections, particularly under periods of unusual surface water conditions.
- O. Establishes collection points, performs sampling and field analyses, determines flows, and calibrates equipment as necessary.
- P. Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### Education and Experience:

- A. A Bachelor's degree from an accredited college or university with major course work in Environmental Science, Natural Resource Management, Chemistry, Ecology or closely related field.
- B. A minimum of two years' experience in laboratory work or environmental sampling for environmental compliance is required.
- C. Equivalent combination of related education and experience.
- D. Valid Pennsylvania driver's license.

### **NECESSARY KNOWLEDGE, SKILLS and ABILITIES**

- A. Knowledge of and ability to interpret and apply federal, state and local regulations, particularly: Chapter 252; 40 Code of Federal Regulations Part 122; Pennsylvania Clean Streams Law; Pennsylvania Code Chapter 102; Pennsylvania Code Chapter 93; surface water quality regulation; SWMP development; waste discharge; non-point pollution; and NPDES permits.
- B. Experience with environmental regulation enforcement.

- C. Ability to interpret and utilize engineering plans, maps, specifications and reports.
- D. Stormwater compliance inspection experience related to reviewing SWPPP and water quality best management practice designs.
- E. Ability to establish and maintain effective working relationships with City employees, consultants, contractors, developers, other governmental agencies and the public.

### **TOOLS AND EQUIPMENT USED**

Requires intensive daily use of computer, calculator, printer, fax machine, telephone, as well as other office equipment as needed. Field Analysis Kits, Sampling Compositors, GIS

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 60 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is both in-doors and out-doors and may require working out-doors in inclement weather.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.