

POSITION DESCRIPTION
STREET AND STORMWATER DEPARTMENT
ASSISTANT SUPERINTENDENT - STORMWATER
Town of Zionsville, Indiana

Mayor's Approval: _____



Timothy R. Haak, Mayor

Date: 10.5.2016

GENERAL PURPOSE AND DUTIES

This position schedules, supervises and supports work crews in the execution of Street and Stormwater Department field operations and activities in accordance with the plans and policies of the Department. This position will also assist in the development and management of contracted projects and coordinate efforts and tasks with the Department's Assistant Superintendent - Street.

Working under the policies, budgets, and directives established by the Zionsville Town Council and/or the Stormwater Board, the Assistant Superintendent - Stormwater is responsible for all operations of the stormwater operations of the Department for the Town of Zionsville, including maintaining compliance with the Town of Zionsville's NPDES permit under 327-IAC 15-13 ("Rule 13"). Exercising appropriate discretion, the Assistant Superintendent - Stormwater's functional duties include:

- General administration and supervision of the stormwater operations and programs of the Department
- Management of all stormwater infrastructure including coordinating routine maintenance
- Oversight or management of stormwater capital projects
- Maintenance and implementation local stormwater code and standards

TECHNICAL REQUIREMENTS

Working under the direction of the Street and Stormwater Department Superintendent, this position involves direct execution of technical tasks, requiring approximately 50% of work time.

- Implement stormwater standards through plan review, permitting, inspection and enforcement
- Implement stormwater asset management program through field inspection, GIS mapping, and coordination of engineering services
- Interact with the public through written and verbal communications
- Evaluate stormwater-related problems and coordinate mitigation

MANAGEMENT REQUIREMENTS

This position requires a variety of administrative and management duties to carry out Departmental responsibilities. Management requires approximately 50% of work time, and is defined as planning, leading, organizing, and controlling.

- Prepare work plans and assignment requests for coordinating and utilizing staff
- Prepare and manage maintenance programs
- Manage capital improvement projects
- Manage Stormwater budget
- Maintain records, prepare reports on Program activities and projects
- Advise Mayor, Deputy Mayor, Town Council, Stormwater Utility Board and committees on technical and administrative matters regarding Department issues

ACCOUNTABILITY

The Assistant Superintendent - Stormwater reports administratively to the Street and Stormwater Department Superintendent, while maintaining responsibility for technical decisions of the Department and day-to-day operating decisions. As of 2016, the yearly operating budget is approximately \$500,000. Capital improvement projects administered may total \$150,000 or more in a year. Direct staff administration is up to one direct-report, and the Assistant Superintendent - Stormwater will be expected to coordinate with the Superintendent and Assistant Superintendent – Streets on staff administration for stormwater projects and maintenance.

SPECIAL CONSIDERATIONS

The nature of the work in the Street and Stormwater Department requires personnel to be available on an emergency basis and to work extended hours as required. This position will also supplement and support other Street and Stormwater Department operations offering assistance as needed for winter-weather and other activities. Other situations of a non-emergency nature will require activity beyond the normal workday.

QUALIFICATIONS

This position requires a demonstrated technical knowledge of stormwater sewer systems maintenance and repair, including equipment use and design considerations. It requires the knowledge and capability to operate the tools and equipment normally used in stormwater system maintenance. It also requires a valid driver's license and the physical ability to walk in and observe construction sites.

This position requires the inter-personal skills to effectively coordinate and direct staff personnel, as well as interact with other Town employees and the public. Good verbal and writing skills are necessary. Sufficient computer skills to facilitate writing, scheduling, use of software such as GIS, and planning tasks are desirable. Experience with development plan review and construction site inspection is preferred.

Minimum education qualification of a bachelor's degree, or equivalent, in stormwater, drainage or environmental issues, or related technical concentration is required. Minimum work experience would include 5 years in a stormwater management related activity as well as experience in a project management role.