

POSITION OPENING

MS4 Coordinator – Surveyor

Salary \$60,000-\$75,000

DUTIES

Ensures compliance with Indiana NPDES MS4 General Permit (327 IAC 15-13) and the Construction General Permit (327 IAC 15-5)

Prepares, completes, and documents all program management requirements including but not limited to the Notice of Intent and the MS4 Annual Report.

Prepares annual stormwater budget.

Documents all permit activities and maintains appropriate records for all minimum control measures (MCM) as defined in the permit.

Prepares required materials for IDEM or USEPA audits.

Develops, reviews, and updates the Storm Water Quality Management Plan (SWQMP), and the Good Housekeeping Stormwater Management Pollution Prevention Plans for county owned and operated facilities.

Develops and implements county employee stormwater training program annually.

Plan MS4 faculty meetings and annual meetings.

Inspects 25% of the county inventoried drainage system on a rotating basis yearly. Inspections include structural issues as well as point of discharge ditch maintenance issues.

Conduct field investigations and take corrective and/or enforcement as needed. Not limited to citations, violations, and stop work orders.

Update and maintain GIS layers in regard to MS4.

REQUIREMENTS

Baccalaureate Degree in environmental science, water quality, or related field required. Previous experience preferred.

Knowledge of the Indiana Department of Environmental Management (IDEM) guidelines for compliance with 327 IAC 15-13 and 327 IAC 15-5.

Familiarity with ArcGIS.

Obtain twelve (12) hours of continuing stormwater education credits annually.

Working knowledge of standard office procedures and computer software used by department, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence and detailed written reports as required.

Ability to plan and present public speaking presentations, fund raisers, and special events.

Ability to operate standard office equipment, including computer, printer, GPS unit, calculator, telephone, copier, and fax machine.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, IASWCD, NRCS, IDEM, U.S. Army Corp of Engineers, Department of Natural Resources (DNR)

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and evenings and occasionally travel out of town for meetings and training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

Ability to read/interpret detailed blueprints, schematics, layouts and maps.

Possession of a valid driver's license and demonstrated safe driving record.

Send resume/application to dkraus@dearborncounty.in.gov

Dearborn County Government is an Equal Opportunity Employer