EMPLOYMENT OPPORTUNITY
Stormwater Program Manager

Range of pay
Stormwater Program Manager - $57,698 to $86,547
(Hiring Range for Stormwater Program Manager - $59,000 to $72,123)

The Town of Wendell, in Eastern Wake County, has a job opportunity for a Stormwater Program Manager to serve within the Public Works Department.

Brief Description:

Performs complex technical and administrative work leading the coordination, planning, and implementation of activities to support the Town's Stormwater Management Program; does related work as required. Work is performed under general supervision from the Public Works Director. Supervision is exercised over staff who support the Stormwater Management Program. Work will require effective coordination with other Town Departments.

Essential Duties:

- Supports the Public Works Director to achieve and maintain compliance with the Town's National Pollutant Discharge Elimination System (NPDES) Phase 2 Stormwater permit (including Public Education and Outreach, Public Involvement and Participation, Illicit Discharge Detection and Elimination, Construction Site Runoff Controls, Post-Construction Site Runoff Controls, and Pollution Prevention and Good Housekeeping for Municipal Operations);
- Implements City and department goals and objectives assigned by the Director
- Monitors expenditures authorized in the annual budget and reports findings to the Director;
- Supervises special construction projects per assignment including reading and interpretation of construction plans and specifications;
- Inspects stormwater facilities and BMPs, installations, systems, and new construction for compliance with applicable stormwater regulations as well as approved construction plans and specifications;
- Responds to and resolves citizen inquiries and complaints concerning Stormwater issues;
- Provides staff assistance to the Director; serves on committees as required;
- Performs related tasks and other duties as assigned.

Requirements for the position:

Successful applicants will have the following:

- At least 5 years of experience regarding Inspection of construction projects for state or local government;
- Ability to read and interpret construction drawings
- Ability to plan departmental activities as well as supervise implementation of those activities.
- Ability to prepare and justify annual and ongoing budget estimates and periodic expenditure reports
- Stormwater inspector certification
- Ability to establish and maintain effective relationships with Town Officials, employees and the public.
- Working knowledge of Microsoft Office programs.
- Class A commercial driver's license

Education and experience:

Graduation with an associate degree or higher with considerable experience including supervision in maintenance of buildings, landscaping, streets and/or storm drainage systems. Desired experience includes at least five or more years of experience in an Administrative/Management position in state, municipal or county government. Must have experience in stormwater management, utility or environmental services; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS: Possession of or ability to obtain Stormwater BMP Inspection & Maintenance Certification and Stormwater BMP Plan Reviewer Certification issued by North Carolina State University/NCDEQ. Possession of a valid N.C. driver's license Class A commercial driver's license. A requirement of this position, to carry a cell phone and to comply with all departmental policies including those concerning cell phone and internet use.

FLSA Status: Exempt-Executive
This position is "exempt" and is not eligible for overtime pay.