City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Storm Water Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>STSP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU05</td>
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<tr>
<td>Date Revised:</td>
<td>12/15/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** This position is responsible for ensuring erosion and sediment/storm water management requirements are implemented and maintained on projects. This person works in partnership with other City employees, Departments/Divisions, external entities, and the public to coordinate and assist in the implementation of the City’s Storm Water Management Plan.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Conducts inspection and monitoring of storm water quality measures for construction projects.
- Communicates and advises property owners, developers, and contractors concerning erosion and sediment pollution control regulations.
- Conducts investigations into complaints, as well as, possible permit and discharge violations. Assesses compliance history of permitted facilities to determine appropriate enforcement options. Recommends enforcement actions and develops supporting documentation. Prepares and issues violation notices and corrective correspondence. Provides testimony in legal proceedings as needed.
- Maintains working knowledge of technologies developed by the industry and government regulators.
- Assists in reviewing and issuing erosion and sediment control permits.
- Uses spreadsheet, database and word processing programs to create and update summaries and reports.
- Provides technical support for stormwater program to City staff as well as elected and appointed officials.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from an accredited four-year college or university in Environmental Science, Engineering, or a related field is required, and two years experience in storm water, water quality management or similar environmental regulations.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire. A Certified Professional in Erosion and Sediment Control (CPESC) certification; or a Certified Erosion, Sediment, and Storm Water Inspector (CESSWI) certification; or a Certified Profession in Storm Water Quality (CPSWQ) certification is desirable.
Working Conditions:

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 employee is frequently exposed to outside weather conditions. The noise level in the office work environment is usually moderate; noise level on site visits may be loud.

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.

The employee is frequently required to sit and talk or hear, to stand and walk and be able to navigate difficult terrain while making site visits.