MS4 Coordinator and Public Works Construction Inspector

SALARY: $45,000 - $60,00 Annually

OPENING DATE: Immediately

POSITION SUMMARY:

The purpose of this position is to organize, plan and mobilize the City's efforts under the state's Municipal Separate Storm Sewer System program (MS4) and the City of Lebanon Construction Standard Details and applicable site development provisions of the City of Lebanon Unified Development Ordinance (UDO). The person in this position will act as a resident construction inspector and facilitator to encourage and achieve compliance in accordance with the City's objectives. This person will develop and implement procedures, processes, and programs to achieve said compliance with the City's MS4, Stormwater, Improvement Location, and Right-of-way procedures and permit requirements.

ESSENTIAL FUNCTIONS:

Perform duties as a program administrator by creating and maintaining documentation of the City's compliance with its MS4 permit. Conduct activities in the filed related to MS4 permit compliance, which includes, but not limited to the inspection of public and private construction sites, in addition to public outfalls and facilities within the MS4 watershed and system.

Create a database and tracking system of information for any and all required reports, including a listing of public and private storm water management facilities and installed "Best Management Practices" including all active private and public construction sites. Perform inspections as required. Observe and document all phases of wastewater, water, stormwater and/or roadway/civil-site work construction activities for compliance with design documents and City standards. Prepare and coordinate correspondence related to Compliance, Follow-up and Notice of Termination Inspections.

Manage and supervise assigned professional consultants and evaluate performance to ensure City MS4 and Construction Standard requirements are in full regulatory compliance and prepare for any future requirements.

Participate in land development plan reviews and Technical Advisory Committee meetings for all related development projects.

Where appropriate, on public projects: review contractor requisitions for payment; document work, as constructed; prepare daily reports; and attend progress meetings.

Seek out and maintain continuing education requirements.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must be a self-starter, possessing the ability to work independently.

This position requires a comprehensive and practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Must have the ability to make decisions on projects based on the design criteria and engineering standards, details and specifications for infrastructure construction, rehabilitation, replacement and upgrades.

Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech.

Must have good communication and interpersonal skills. Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues. Contacts may involve stressful, negative interactions with the public and private contractors requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

5 years of experience administering and enforcing MS4 and Public Works Construction Standards compliance.

Construction management training very beneficial.

Experience with AutoCAD and or ESRI based GIS very beneficial.

Valid Driver's License issued by the State of Indiana.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required.

Bachelor's degree preferred or equivalent experience levels in one of the following fields: Environmental Science, Construction Management, Civil Engineering, and Utility and road construction.

Must pass a background check and Drug Test upon request