

## ***City of Providence***

### **Job Description**

**Title:** Stormwater/Code Enforcement Technician **Code:** 110

**Division:** Code Enforcement **Effective Date:** 04/2020

**Department:** Administrative Services **Last Revised:**

#### GENERAL PURPOSE

Performs a variety of **working level and clerical support** duties as needed to expedite the day-to-day administrative processes related to stormwater compliance, residential zoning compliance, and code enforcement.

#### SUPERVISION RECEIVED

Works under the immediate to close supervision of the Administrative Services Director.

#### SUPERVISION EXERCISED

None.

#### ESSENTIAL FUNCTIONS

**Stormwater Tasks:** Review submitted Stormwater Pollution Prevention Plans, monitor compliance by conducting periodic onsite inspections; follow the City's Stormwater Management Plan and ensure compliance with State requirements for stormwater; monitor the City's stormwater infrastructure; promote, monitor, and enforce the UPDES, the City's, and other codes, rules, and regulations pertinent to surface water and groundwater pollution prevention and abatement measures.

Inspect and sample the stormwater system and local watersheds for nonpoint source and point source pollution; inspect and monitor residential and commercial building sites for compliance with pollution control codes, rules, and regulations; inspect and monitor commercial and industrial facilities for compliance with pollution control codes, rules, and regulations; survey for illegal discharges and dumping and enforce codes, rules, and regulations pertaining to liquid and solid waste storage and disposal and surface and groundwater protection.

Types reports, forms, and other documents; make copies; operates various office equipment; performs filing duties; makes routine mathematical calculations; composes and types routine letters and memoranda from general instructions; assembles and submits reports based on relevant data from files; compiles statistics and information as

directed; sets up and types reports and similar presentation materials following established guidelines and formats.

Reads and understands stormwater construction plans and records comments within the tracking database; upon receiving inspection information, prepares written inspection reports, Notices of Violations, and maintains database records.

Communicates orally and in writing with the public regarding enforcement of City ordinances related to stormwater pollution prevention and activities related to flooding; assists in proposed ordinance and code amendments related to stormwater.

Enters field inventory and inspection information of the stormwater drainage system into the database; conducts and summarizes internet and literature research on stormwater-related topics; assists with organizing and writing reports related to stormwater.

Writes, designs & coordinates printing of educational and informational materials and displays including brochures, flyers, and invitations; operates word processing, spreadsheet, database, desktop publishing, GIS, and Internet publishing software relating to data management and production and graphic design.

Develops new programs and webpages including researching, outlining, writing, photographing, organizing, and publicizing; prepares and presents oral and written informational reports, as well as supplemental visual aids and handouts; coordinates the planning, production, and execution of special events including creating unique designs and coordinating registration and volunteer participation activities, as assigned.

Travels to a variety of field locations; attends professional development seminars, training, and conferences as required.

**Code Enforcement:** Receives and reviews complaints; reviews applicable city codes; visits site to verify conditions; communicates with the property owner, prepares and sends notice of violation and follow-up notices; works with the city attorney and the Cache County Sheriff's Office; documents and maintains files.

**Residential Zoning Compliance:** Receive and review the application for completeness; follows established processes related to incomplete and complete applications; date stamp the application and all attachments included in the package; scans applications and all attachments; stores records in designated computer drives and folders.

Log the application into the iWorQ program and upload the application and attachments; review the site plan for zoning and stormwater compliance; distribute the site plan to public works for a pre-construction inspection and review.

Notify the applicant of the results of the review; complete the zoning clearance form for compliant plans; notify the applicant that the form is ready for pick-up, give the clearance to the applicant to take to the County Building Department.

**General Office Support:** May also perform telephone switchboard activities; handles incoming and outgoing calls and mail; greets public and answers routine questions; furnishes general information from reports and records; processes and sorts all inter-city correspondence; logs and delivers messages; postmarks outgoing mail.

Assists with accounts receivable; accept over-the-counter payments; issues receipts; posts payments to customer accounts; performs cash drawer reconciliation; Becomes familiar with the Internal Control Memo and the Identity Theft Prevention Program

Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from high school or equivalent; plus, two (2) years of specialized training provided through professional workshops or in-service training;

AND

B. Three (3) years of experience related to the above duties and essential functions;

OR

C. An equivalent combination of education and experience.

### 2. Knowledge, Skills, and Abilities:

**Working knowledge of** residential/non-residential construction methods, site plan and subdivision plan review, construction and improvements drawing review, municipal development standards and ordinances, basic civil engineering principles, and construction practices as applied in private and public works construction projects, federal, state, and municipal stormwater codes and guidelines, and environmental laws and related concepts; of computer functions as they apply to the essential job functions.

**Considerable skill** in the art of diplomacy, cooperative problem solving, and dispute resolution; in oral and written communications and in the operation of a computer and its various software programs;

**Ability** to read and understand regulatory and development codes accurately and effectively; communicate effectively both verbally and in writing; read and understand agreements, easement provisions, and site and development plan specifications;

capacity to visualize and communicate project end results; demonstrated capacity to develop and maintain an effective working relationship with elected officials, state agencies, local governments, and the public in general.

3. Special Qualifications:

Must obtain Registered Stormwater Inspector (RSI) certification within 3 months.

May be required to obtain Registered Stormwater Writer/Reviewer (RSW) certification.

Must possess a valid Utah Driver's license.

May be required to work various and irregular hours.

4. Work Environment:

Performs duties that include physical effort such as lifting, bending, stooping, reaching, and climbing; may on occasion be required to lift up to 50 pounds; requires talking, hearing, and seeing; common eye, hand, and finger dexterity required. Mental application utilizes memory for details, emotional stability, and discriminating thinking common to most job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_

(Employee)