

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, 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 ground water 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 ground water protection.

Types reports, forms, and other documents; makes 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 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; assist 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, fliers, 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 special 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 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 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 in to the iWorQ program and upload application and attachments; reviews the site plan for zoning compliance and stormwater compliance; distributes site plan to public works for a pre-construction inspection and review.

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

Assists with accounts receivable; accepts over-the-counter payments; issues receipts; posts payments to customer accounts; performs cash drawer reconciliation; Become 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 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 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, climbing; may on occasion be required to lift up to 50 pounds; requires talking, hearing and seeing; common eye, hand, finger dexterity required. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions.

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)