

The Borough of Carlisle is seeking applicants for a:

MS4 COORDINATOR

SALARY: \$20.19-\$28.26 Hourly D.O.E.

OPENING DATE: May 8, 2019

CLOSING DATE: Applications will be accepted until this position is filled

Definition & Distinguishing Characteristics

This is technical work overseeing the implementation and coordination of the Borough's Municipal Separate Storm Sewer System (MS4) Program. The MS4 Coordinator will be responsible for ensuring compliance with the Borough's Individual NPDES Permit for Stormwater Discharges and the Chesapeake Bay Pollutant Reduction Plan (CBPRP). The MS4 Coordinator shall adhere to the Environmental Protection Agency's Best Management Practices (BMPs) and Minimum Control Measures included in the NPDES Permit. Work requires the applicant to have a specialized body of knowledge attained through pre-employment education and training. Work involves considerable contact with property owners, contractors, and the public. Employee reports to Water Resources Director and does not exercise supervision over subordinates.

Typical Examples of Work Performed

- Develops protocol and maintains organized records to document and track compliance with all MS4 requirements.
- Creates and manages a database for the documentation of requirements and information necessary in the completion of mandated reports.
- Coordinates and completes all required reports and plans for the MS4 Annual Report and the CBPRP.
- Creates and maintains mapping records identifying location of inlets, outfalls and other MS4 features.
- Inspects public and private stormwater infrastructure improvements for compliance with Borough codes.
- Conducts stormwater BMP inspections.
- Responds to resident, contractor, and developer calls and questions regarding MS4 related issues.

- Assists in the review of developer stormwater management plan and permit submissions for compliance with Borough ordinances.
- Assists the Borough's engineering technician in field survey work related to stormwater infrastructure.
- Helps produce MS4 educational materials for Borough newsletter and website.
- Researches available funding opportunities and helps prepare grant applications and manage awarded grants.
- Coordinates outside organizations and volunteers involved with MS4 Minimum Control Measures.
- Makes recommendations to Water Resources Director regarding construction and development projects, environmental matters and enforcement remedies.
- Assist with planning and implementing Borough projects as they relate to stormwater operations.
- Assists in the preparation of annual budgets and capital improvement plans related to stormwater management.
- Oversees Carlisle Borough's Stormwater Credit and Impervious Area Adjustment Appeal policy.
- Researches, interprets and understands NPDES regulations and updates Borough staff on regulatory changes.
- Participates in training as required for job performance.
- Performs other tasks as assigned.

Knowledge, Skills & Abilities

- Thorough knowledge of Borough's stormwater management ordinance and other land use and development ordinances.
- Ability to read and interpret technical manuals, design drawings, construction sketches, material shop drawings, and specifications related to construction projects.
- Knowledge of stormwater management principles and practices.
- Ability to inspect stormwater infrastructure and to recognize deviations from code and requirements.
- Ability to develop clear and concise written reports.

- Ability to work with public in person and on the phone and to answer stormwater questions and solve problems.
- Ability to work independently and reliably perform assignments with minimal supervision.
- Ability to work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, poor visibility, noise, rain, snow, etc.
- Ability to stand and walk most of the time with some bending, stooping, squatting, climbing, twisting, reaching, lifting of up to 50 pounds, and working on irregular surfaces or heights above the ground.

Minimum Requirements of Education and Experience

A successful candidate will meet one of the following minimum requirements:

- Graduation from a two year Associate Degree program in environmental science, engineering technology or related field with two years practical experience in public infrastructure or stormwater management.
- Bachelor's degree in Environmental Planning, Science, or Engineering from an accredited college or university.

Necessary Special Qualifications

- Possession of a valid Pennsylvania driver's license.
- Working knowledge of ARC GIS, Microsoft Access, Microsoft Excel and/or similar database management programs.
- Stormwater Manager Certification or ability to obtain within 40 months from date of hire.

Send cover letter and resume to HR Manager, 53 W. South Street, Carlisle, PA. 17013 or email to Tom Hamilton. thamilton@carlislepa.org. Applications will be accepted until position is filled.