

**CITY OF STUART  
JOB DESCRIPTION**

**Title:** STORMWATER SPECIALIST  
**Department:** Public Works Stormwater Team  
**Job Code:** 3086  
**Grade:** 1112  
**Exempt Status:** Exempt

**CHARACTERISTICS OF THE CLASS**

Under the general supervision of the Deputy Public Works Director, highly responsible supervisory and administrative position providing oversight and management of the Storm Water Team. Incumbent is responsible for directing, appraising, analyzing and coordinating administrative and technical duties in the City-wide operations of the Storm Water Management System. Incumbent assists the Deputy Public Works Director in various administrative duties in planning, budgeting, organizing, directing, and coordinating departmental functions. Incumbent is directly responsible for major functions within the department as assigned. An employee in this class exercises independent judgment and supervision in conformance with established municipal and departmental policies. The Deputy Public Works Director and the Public Works Director, through conferences, reports, and observations, reviews work and success in achieving established goals and meeting state regulatory requirements.

**EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Responsible for establishing department goals and work plans, schedules, developing operating policies and procedures
2. Directs storm water maintenance personnel in operational functions including city-wide drainage system of inlets catch basin, closed piping system, lakes, watershed and wetlands.
3. Assesses personnel training needs; assists in planning, organizing and implementing training programs to achieve maximum personnel effectiveness, provides for evaluation of staff and enhances subordinates' career development.

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4. Appraises equipment suitability and recommends equipment needs and most effective means of acquiring and utilizing equipment.
5. Conducts research; prepares and presents reports, studies and makes recommendations relating to Storm water System operations including cleaning, televising, repair, debris removal, and sediment removal. Prepares various periodic and special reports.
6. Assists in the selection and supervision of outside contractors, which involves reviewing bids, specifications and contracts; resolves conflicts with outside engineers and contractors.
7. Receives, reviews, prepares and/or submits a variety of reports and documents including NPDES Annual Report, annual sediment removal, wetland and preserve area exotic species removal, SFWMD annual monitoring report, specifications, budget documents, research papers, ordinances, resolutions, safety reports, regulatory agency reports and general office correspondence.
8. Develops and implements new operational programs, i.e. Maintenance Program; Emergency Response Procedures; Work Order System; storm sewer, catch basin, manhole and storm sewer rehabilitation program; storm sewer cleaning and televising; preventive maintenance program for storm water management system; pumping stations; Sets up records/as-built drawing files.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

**REQUIREMENTS**

**A. Training and Experience:**

High School Diploma or GED supplemented by five years experience in storm water collection management systems; or an equivalent combination of training and experience. Prefer Associates Degree in Civil Engineering/General

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Construction or related field from an accredited college or university.

Must possess a valid Florida Driver's license.

**B. Knowledge, Abilities, and Skills:**

Knowledge of modern principles and practices of storm water systems in a team environment.

Knowledge of and ability to apply the principles and practices of organization, management, personnel and financial administration in the operation of a storm water utility.

Knowledgeable in budget preparation, research, report production and related tasks.

Ability to establish attainable goals and objectives, to develop long-term plans and programs, and to make sound decisions on matters of operating policy and administrative problems.

Ability to deal tactfully with other department officials, the general public, regulatory agencies and contractors.

Ability to communicate effectively, orally and in writing.

Ability to manage, coordinate, oversee and supervise the Storm Water Team in order to comply with local, state and federal regulations.

Ability to prepare, review and analyze various types of documents and reports and ability to make sound decisions.

Ability to supervise, motivate, and assist employees with job duties.

Skill in the use of various types of equipment and tools such as computers, printers, calculators, two-way radios, and other electronic equipment and instruments.

**C. Physical Requirements:**

Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over

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rough or uneven surfaces, bending, reaching, stooping, working in confined spaces, and lifting or carrying moderately heavy (25-50 pound) items and occasionally very heavy (100+ pound) items; or may involve the complex operation of gasoline, electric, or diesel-powered machinery, or standard dexterity in the use of fingers, limbs or body in the operation of hand tools or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation, on a production basis, with associated equipment. Task may involve extended periods of time at a keyboard.

**D. Environmental Requirements:**

Task may require some exposure to adverse environmental conditions. Frequent exposure to noise levels that may cause distractions. Work with or in moving objects and vehicles.

**E. Sensory Requirements:**

Task requires color perception and discrimination.  
Task requires sound perception and discrimination.  
Task requires odor perception and discrimination.  
Task requires texture perception and discrimination.  
Task requires visual perception and discrimination.  
Task requires oral communications ability.  
Task requires depth perception and discrimination.

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Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources Director

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Director

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee