

NPDES COORDINATOR

Job Code	Pay Grade
16364	SM8

Nature of Work

This is specialized professional, technical and supervisory work managing and coordinating activities required under the State and Federally mandated National Pollutant Discharge Elimination System, (NPDES) permit. The position includes coordination of all county departments involved in meeting state and federal requirements. This position also coordinates the NPDES municipal team which consists of 22 municipalities and FDOT included in the permit and manages several interlocal agreements with these municipal partners for services including water quality monitoring. Work includes supervising NPDES inspectors engaged in specialized scientific studies, violation investigations, and regulatory compliance monitoring. Work also requires extensive knowledge of Federal, State, and County water quality and stormwater rules and regulations; water quality violations and remediation techniques for construction and business activities; and the ability to independently handle enforcement actions. Work is performed with a high degree of independent judgment and latitude in the use of technical discretion and judgment.

Minimum Qualification Requirements

- 7 years experience assessing, planning, developing and conducting programs in the assigned field of responsibility which includes 1 year experience as lead worker, trainer, or supervisor; or
- Associate's degree in physical, natural or biological science, anthropology, ecology, environmental engineering, or related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Certification through the Florida Department of Environmental Protection, (DEP) Stormwater, Erosion, and Sedimentation Control Inspector Training & Certification Program. Candidate to acquire and maintain certification in Sediment and Erosion Control within six (6) months of beginning employment and complete the State Sediment and Erosion Control Train the Trainer program within 12 months of beginning employment.
- Other required knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises, plans, reviews and oversees the work of subordinate Environmental Inspectors and gives assistance and advice on difficult and unusual problems.
- Responds to complaints of violations of county environment.
- Administer, supervise and track county NPDES permit requirements.
- Assess the impact of new Federal and State legislation on county maintenance and inspection programs, as well as water quality improvement projects and enforcement.
- Evaluate new NPDES permit requirements and recommend funding and implementation of potential stormwater programs countywide, as well as plan, develop and manage new programs.
- Review and assist with revisions to the county code of ordinances to ensure compliance with State and Federal NPDES regulations.
- Prepare NPDES reports and responses to State officials; Responsible for taking the lead during state audits.
- Lead Municipal and departmental NPDES committee meetings and additional meetings for permit applications, revisions and modifications.
- Prepare, review, and manage interlocal agreements with local municipalities.
- Track staff hours, supplies and laboratory costs to generate billing to co-permittees for water quality monitoring services.

NPDES COORDINATOR (continued)

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Illustrative Tasks (continued)

- Coordinates efforts related to the NPDES required high-risk facility inspections and reporting requirements
- Investigates, documents, and reports stormwater violations and determines enforcement action and abatement strategies.
- Schedule and lead enforcement meetings and serve as an expert witness as necessary.
- Mediate complex and potentially volatile enforcement situations.
- Advise the Department of Environment & Infrastructure, (DEI) employees, and municipal staff on proper investigation and enforcement procedures.
- Coordinate staff and prepare supplies and lab analysis as needed for special sampling events. Review data and provide enforcement action recommendations.
- Facilitates training classes for county and municipal staff on illicit discharge recognition.
- Coordinate and participate as a State certified trainer for the Sediment and Erosion Control Program.
- Attend training classes and conferences to maintain currency and inter-agency cooperation.
- Obtains grants, develops and implements NPDES training, and public outreach efforts.
- Attends local and regional taskforce meetings.
- NPDES project and contract management.
- Provides scientific and technical interpretations concerning environmental issues to other sections, departments or agencies as well as county citizens.
- Independently conduct environmental assessments in response to citizen concerns and inquiries.
- Participation in various environmental monitoring program activities in support of the NPDES permit, such as water quality, benthic, sea grass and biological monitoring.

Knowledge, Skills, and Abilities

- Knowledge of laws and rules governing procedures and legal requirements encountered in managing NPDES operations.
- Knowledge of research techniques, methods, and procedures.
- Skill in making formal, oral presentations to groups.
- Skill in planning, developing, evaluating, and implementing policies and procedures.
- Ability to plan, supervise, and review activities of professional and support staff.
- Ability to partner with other agencies and organizations, to plan, coordinate, and manage delivery of environmental regulatory programs.
- Advanced database skills including data creation, management, and query and reporting functions.
- Basic ArcMap® GIS skills.
- Ability to make decisions in accordance with laws, regulations or policy and apply these to work problems.
- Ability to develop effective office or field work procedures and to develop training programs.
- Ability to communicate effectively in verbal, written, graphic and visual form.
- Ability to effectively enforce appropriate policy and rules with tact and courtesy.
- Ability to independently analyze and solve problems, and render effective advice or assistance.

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Created	EEOC Code	Overtime Code
4/14	Professionals	Exempt