



POSITION: Planner 1 (Stormwater)
JOB CODE: 2369 **GRADE:** 116G
DEPARTMENT: Public Works **DIVISION:** Stormwater Management
REPORTS TO POSITION: Chief – Stormwater Management Division
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

This position assists in the management of the County's stormwater management program with the primary focus on achieving and maintaining compliance with the County's National Pollutant Discharge Elimination System (NPDES) for Municipal Separate Storm Sewer Systems (MS4) Permit. This position will plan and coordinate materials and events for public outreach & education, pursue and manage grant applications and provide direction to consultants that are completing tasks associated with MS4 compliance. Position reports to the Chief (Stormwater Management) for general supervision and direction. Work in this class involves no supervisory duties or responsibilities.

Position Responsibilities

1. Prepare the County's MS4 Annual Report.
2. Track public outreach and education events.
3. Coordinate the County's Watershed Stewards Academy.
4. Develop and maintain databases and Geographic Information System (GIS) used for tracking the construction, inspection, and maintenance of stormwater Best Management Practices (BMP's).
5. Coordinate with consultants, developers, contractors and property owners regarding preparation and review of as-built plans pertaining to lot grading, stormwater BMP's and other features.
6. Assist with writing Requests for Proposals for the design, maintenance and repair of stormwater BMP's.
7. Create and assign tasks to consultants. Ensure accuracy and completeness of the finalized tasks while also reviewing and approving associated invoices.
8. Prepare and assist in publishing and distributing charts, manuals, maps, graphics, pamphlets and other printed and electronic publications.
9. Pursue and manage grants associated with design and construction of water quality improvement projects.
10. May create and provide presentations to the County Executive, County Council, and other groups.
11. Provide advice and technical assistance to other departments and agencies in the area of stormwater management and MS4 permit compliance.

Minimum Qualification Requirements

Education

Bachelor's degree in applied, natural sciences or environmental science, planning or closely related field.

Experience

Experience in stormwater management preferred but is not required.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

Knowledge, Skills & Abilities

1. Knowledge of the principles and practices of stormwater management.
2. Knowledge of Geographic Information Systems (GIS).
3. Ability to perform technical and specialized research.
4. Ability to interpret maps and aerial photographs.
5. Ability to provide presentations to small (1-10) and large groups.
6. Ability to communicate effectively verbally and in writing.
7. Ability to interpret complex engineering designs, studies and reports.
8. Knowledge of database management, graphics, and other computer software and equipment.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

Work is normally performed Monday through Friday during normal business hours, however, may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

**Telework is available for this position based in accordance with the County's Personnel Policies & Procedures Manual. Consideration for telework must follow the application, review and approval/denial process as set forth within the P&P Manual.*

Conditions of Employment

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIC clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

Benefits (*Not all positions may be eligible for these programs.)

Cecil County Government offers a full complement of benefits including medical, dental, life, disability, and AD&D insurance programs as well as a generous time off benefits. We understand that finding the right balance between home and career is a challenge and offer the following programs: employee assistance program, flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.

Employee Printed Name

Date

Employee Signature



POSITION: Planner 2
JOB CODE: 2134 **GRADE:** 117G
DEPARTMENT: Public Works **DIVISION:** Stormwater Manager
REPORTS TO POSITION: Chief- Stormwater
STATUS: Full-Time **FLSA:** Non-Exempt

Position Summary

Position assists in the management of the County's stormwater management program with the primary focus being achieving and maintaining compliance with the County's National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. Position reports to the Chief (Stormwater Management) for general supervision and direction. Work of this class involves no supervisory duties and responsibilities.

Position Responsibilities

1. Prepares the Annual Stormwater Management Report.
2. Tracks public outreach and education events.
3. Develops and maintains databases and Geographic Information System (GIS) information for tracking the construction, inspection, and maintenance of stormwater Best Management Practices (BMP's).
4. Coordinates with consultants, developers, contractors and property owners regarding preparation and review of as-built plans pertaining to lot grading, stormwater BMP's and other features.
5. Coordinates the County's Watershed Stewards Academy.
6. Assists with writing Requests for Proposals and in managing contracts for the maintenance and repair of stormwater BMP's.
7. Prepares and assists in publishing and distributing charts, manuals, maps, graphics, pamphlets and other printed and electronic publications.
8. Presentations before the County Executive, County Council, and other groups, if requested.
9. Assists in providing advice and technical assistance to other departments and agencies in the area of stormwater management.

Minimum Qualification Requirements

Education

Bachelor's degree in civil engineering, geography, or related field.

Experience

Minimum of five (5) years' experience in planning and implementing MS4 permit-related programs and stormwater management projects.

**An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

Certificate(s) and/or License(s)

1. Possession of a valid Class "C" non-commercial driver's license with no more than three (3) points.

Knowledge, Skills & Abilities

1. Knowledge of the principles and practices of stormwater management.
2. Knowledge of Geographic Information Systems (GIS).
3. Ability to perform technical and specialized research.
4. Ability to interpret maps and aerial photographs.
5. Ability to interpret complex engineering designs, studies and reports as they pertain to stormwater management.
6. Ability to communicate effectively verbally and in writing with consultants, contractors, landowners, developers, and others.
7. Ability to make presentations.
8. Knowledge of applicable database, graphics, and other computer software and equipment.

Miscellaneous Position Information

Working Conditions & Physical Requirements

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

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