



**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

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### ***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 sciences, 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.

## **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, it 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 minimum 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 may be 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.)**

#### **Why work for Cecil County Government?**

As an employer of choice, Cecil County Government understands the importance of family. Our family-friendly policies offer the support and flexibility you need at work and at home. Among the many benefits of working for Cecil County Government, we provide:

#### **Leave Benefits**

Our generous leave package for permanent full-time County employees includes 12 to 27 days of annual (vacation) leave per year worked, depending on seniority, as well as 5 personal days each calendar year (prorated based on start date). In addition, Cecil County Government offers 12 paid holidays and 15 days of sick leave per year. Although more limited, Cecil County Government offers other forms of paid time off to a majority of our contractual and part-time staff. Our leave policies also adhere to the Family Medical Leave Act (FMLA).

Health Coverage

When you come to work for Cecil County Government, as a permanent County employee or eligible contractual employee, you and your eligible dependents may enroll in our medical, prescription, dental and vision coverage.

Retirement Benefits

Permanent classified employees are required to participate in the Maryland State Retirement and Pension Plan, a contributory defined benefit pension plan in which they are vested after ten years. There is a mandatory pre-tax 7% contribution. Public Safety employees are required to participate in the Cecil County Public Safety Pension Plan. There is a mandatory pre-tax 8% contribution. Employees may also participate in a Supplemental Retirement 457B Deferred Compensation Plan with a County match of \$500 annually.

Flexible Schedules

We understand that finding the right balance between home and career is a challenge and may offer the following programs: 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.***

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Employee Printed Name

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Date

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Employee Signature