



**Class Title:** Assistant Director/MS4 Coordinator  
**Department:** Public Works  
**Reports to:** Public Works Director  
**Classification:** 17  
**Salary Range:** \$58,869 to \$88,303

### **GENERAL STATEMENT OF JOB**

This position encompasses two distinct functions of the Public Works Department with time split between Assistant Director duties and MS4 Coordinator duties with the requirement of being able to prioritize those responsibilities as necessary and to provide detailed reporting of time spent and tasks completed for each function.

Responsibilities of the Assistant Public Works Director include performing a variety of professional administrative and managerial duties in assisting the Public Works Director. The position performs both assigned and independent duties. The position requires coordination and implementation of a variety of Public Works projects. This position serves as Acting Public Works Director in the absence of the Director, community liaison, and assists with community projects. Work requires the exercise of discretion in performing daily activities based on a complete knowledge of administrative policies and procedures.

Responsibilities of the MS4 Coordinator include organizing, planning, and implementing the City's efforts under the state Municipal Separate Storm Sewer System permit program (MS4). The person in this position will act as facilitator and leader to encourage and achieve compliance and complete objectives. This position develops and implements procedures and programs to achieve compliance with the City's and the State's NPDES permits.

### **ESSENTIAL JOB FUNCTIONS**

- Performs analytic review of policies and procedures, recommending appropriate goals and objectives; implements approved policies and procedures.
- Attends staff, committee and City Council meetings as required, and makes recommendations of subjects under discussion; Staff liaison to boards and commissions as assigned.

- Participates in intergovernmental issues and programs by attending official meetings, as required, to answer questions, provide information, and/or request resources.
- Completes routine administrative functions and special assignments by preparing detailed reports and analysis, identifying and recommending process improvements, and recommending alternatives.
- Serves as Acting Director in the absence of the Public Works Director.
- Reviews, revises, and prepares documentation for procurement of annual purchases of commodities and contractual services and manages expenditure control, purchasing approval, and related contracts.
- Coordinates projects related to all aspects of Public Works that may include research, data analysis, report writing, and presentations.
- Reviews employee applications and conducts employee interviews.
- Complies with all City and Departmental Policies, Protocols, and Procedures. This position requires management responsibilities of a supervisory nature. Incumbent must be proficient in basic concepts relating to personnel management.
- Serves as the department's Primary (A-Shift) representative in the City's Emergency Operations Center (EOC) and will carry out all assigned Emergency Support Function (ESF) duties and will be required to complete all required Emergency Operations training and exercises.
- Performs duties as a program administrator by creating and maintaining documentation of the City Departments and employees related to compliance with the MS4 permit. Conducts activities in the field related to MS4 permit compliance, which includes, but not limited to inspection of outfalls and facilities within the MS4 watershed(s). Create a database/tracking system of information for all required reports, including a listing of public and private storm water management facilities and "Best Management Practices" installed. Performs inspections as required.
- Primarily responsible for public education and outreach activities and public involvement activities. Coordinate regular trainings for MS4 permittees.
- Oversees the implementation of all required plans, demonstration projects, and all mapping/GIS activities.
- Manage and supervise assigned professional consultants and evaluate performance. Prepares Annual Report and submits to SCDHEC.

- Attends to the Municipal Separate Storm Sewer System State Permit tasks by assisting with meeting state and federal requirements; acting as the point of contact for illicit discharge investigation and event documentation to meet audit; participating in SRC development plan review; Research full range of funding opportunities available to support the MS4 activities.
- Continually communicate with SCDHEC and the U. S. EPA to ensure the City's MS4s are in full regulatory compliance and prepared for any future requirements.
- Responds to illicit discharge reports and complaints and properly documents each occurrence. Follows up with other Departments and agencies for corrective action.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

This job title requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. This position will require the ability to make effective presentations to public groups and elected officials.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Civil Engineering, Environmental Science, Chemistry or Biology preferred. A minimum of three years administering and enforcing MS4 compliance and a minimum of three years' experience in managing public works personnel and projects is required. A combination of education in a related field along with experience may be considered.

Drivers license valid in South Carolina required.