



Town of Oro Valley Classification Description

Title: **STORMWATER UTILITY ANALYST**

Job Code: 3028

FLSA Status: Non-Exempt

Department: Public Works

Salary Grade: 111

POSITION SUMMARY:

Under general supervision will perform duties which include; data collection/ compilation/ analysis; documentation, report preparation, and other tasks associated with Stormwater regulatory compliance.

ESSENTIAL JOB FUNCTIONS:

- A. Provides expertise for all aspects of data collection and data management used in the Public Works Department Stormwater Utility Division.
- B. Maintains databases for the stormwater infrastructure monitoring data.
- C. Prepares annual ADEQ stormwater report based on requirements outlined in the Town's Stormwater Management Plan (SWMP).
- D. Prepares Town's stormwater pollution prevention plan (SWPPP) for facilities and various Capital Improvement Projects by coordinating projects and project timing with other department divisions.
- E. Implements a public education program which includes distribution of educational materials to the community or conducting equivalent outreach activities. Prepares a plan and materials under the direction of the Stormwater Engineer to support a public involvement and participation program to solicit public comment and participation from the community.
- F. Prepares engineering and construction cost estimates and assists in budgeting capital improvements and assist Utility Manager on budget development and funding requests from Pima County Flood Control Regional District.
- G. Develop, implement and track a program to map and track illicit discharges into the MS4 through database management.
- H. Develop a storm sewer system map of the MS4, showing the location of all outfalls, either pipes or open channel drainage, showing the names and location of all washes and associated data. Perform necessary research on encroachment, licenses, and maintenance or ownership agreements.
- I. Researches, gathers, reads, and interprets resource documents.
- J. Participates in public meetings on stormwater improvement projects.
- K. Maintains the Stormwater Utility website.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing engineering.
- Knowledge of engineering practices and principles, complex mathematical and engineering formulas and material testing practices.
- Knowledge of engineering design, plan, calculations, and preliminary drafting techniques, principles and practices.
- Skill in organizing, analyzing, interpreting, and evaluating civil engineering problems.
- Skill in the use of graphic instructions such as blueprints, schematic drawings, layouts or other visual aids.
- Skill in planning and designing specifications for engineering projects.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major work in physical or natural science, geography, engineering, planning, computer science or a related field, and one year of experience using GIS software in the design and production of thematic maps and other applications.
- Or graduation with an associate's degree and two years of GIS experience.
- Equivalent combination of knowledge and specialized experience may be acceptable in lieu of a degree.
- Must possess at time of application and maintain a valid Arizona driver license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.