



Town of Oro Valley Classification Description

Title: **STORMWATER UTILITY DIVISION MANAGER**

Department: Public Works

Job Code: 3024

Salary Grade: 124

FLSA Status: Exempt

POSITION SUMMARY:

This position reports to and provides highly responsive and complex support to the Public Works Director and Assistant Director. Responsible for planning and managing the Stormwater Utility Division and development of all Stormwater related programs for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Manages the Stormwater Management Utility and supervises staff that administer the flood plain management, stormwater capital improvement, development review and inspection and watershed management programs.
- B. Manages all aspects of compliance with the Town's Municipal Separate Sewer System (MS4 Program), Town's active General Construction Permits and associated special projects.
- C. Develops, maintains and updates the Town's 10-year Stormwater Utility Capital Improvement Program (CIP) and other associated public structures in conformance to all applicable Town Code requirements. Once approved, works directly with the Procurement Manager to accomplish the work.
- D. Reviews plans and conceptual designs submitted by the Stormwater Engineer and Project Manager, verifies cost estimates for the development of project budgets and works with other State and Federal agencies to seek alternative funding sources for projects.
- E. Advises, consults and provides information to the Public Works Director, Assistant Director, Town Engineer, division managers within the department, other town departments, outside agencies, neighborhood organizations, the community and citizens regarding the activities, interpretation, compliance and enforcement of the Town codes and standards under the Engineering Division Manager's purview.
- F. Assigns, manages, reviews and evaluates the work and/or projects of division staff to ensure that Stormwater projects and Town development activities meet regulatory requirements.
- G. Evaluates, analyzes, prepares reports, provides recommendations and keeps the Public Works Assistant Director fully informed on all pertinent issues.
- H. Assists department leadership in the following: development, planning, implementation and management of the department's goals, objectives, and work; recommends, reviews and updates administrative practices, procedures and policies; measures and standards.
- I. Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively to provide the highest level of quality seamless customer service for both internal and external customers.

- J. Evaluates efficiency and effectiveness of operations, procedures, and use of resources; implementation of improvements; and development of department performance.
- K. Responds to and resolves difficult and sensitive inquiries, complaints and requests in a positive, open, creative and customer service centric manner.
- L. Assists with the forecasting, development and monitoring of the department budget.
- M. Assigns, tracks and reviews work assignments of division personnel.
- N. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing Stormwater Floodplain Management under the Environmental Protections Agency.
- Knowledge of General Permit for Small Municipal Separate Storm Sewer Systems (MS4s).
- Knowledge of engineering practices and principles, complex mathematical and engineering formulas and material testing practices.
- Knowledge of personal computer hardware and software.
- Knowledge of occupational hazards and safety guidelines.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relationships.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or commissions and councils.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Civil Engineering or related field.
- Five to seven years' experience in a management position related to design, and management of capital improvement projects and programs, and/or construction including two (2) years at a supervisory level;
- **OR** an equivalent combination of education and experience.
- Registration as a Certified Floodplain Manager (CFM) or ability to obtain within one year.

PREFERRED:

- Registration as a Professional Engineer in the state of Arizona.
- Experience in management of utility and development of rate analysis.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.