

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Program Manager I - MS4 Compliance	Department:	Field Operations
Requisition Number:	2025135		
Hours:	7:30 a.m. – 3:30 p.m. (varies by need) on call 24/7	Rate of Pay:	\$74,000.00 - \$88,000.00 Annually
Date Posted Up:	2/11/2025	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Superintendent of Maintenance for Field Operations, incumbent will assist in data collection, tracking, and developing reports on various environmental and public health requirements. The incumbent will be responsible for inspecting facilities, sampling, creating reports, maintain records, files, prepare associated documentation, provide compliance assistance and perform internal compliance audits. The incumbent will provide employee training and educational resources for the MS4 program. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Possesses a thorough understanding of the City of Fort Wayne’s NPDES Permits and compliance requirements;
- Coordinates data collection and entry to develop required environmental reports for City Utilities’ permits and environmental and public health programs;
- Responsible for the development of and implementing notification procedures for illicit discharge violators and for the implementation of the City’s IDDE Plan including annual review and updates;
- Develops, assists and ensures compliance for all municipal facilities for Stormwater NPDES program requirements;
- Acts as a liaison between City Utilities and the Fire Department in regards to spill reporting and firewater runoff contamination;
- Assists Fort Wayne’s Co-Permitties in regards to stormwater regulation compliance with two (2) minimum control measures, annual reports and Stormwater Quality Management Plan or (SWQMP);
- Responsible for Camp Scott Nature Preserve which includes, pump station operation and cleaning. Also includes and maintenance of all structural components of its wetland;
- Coordinates and acts as primary point of contact and responsible position for all City-owned and/or operated facilities and private facility inspections as outlined in MS4 permit and supports efforts to achieve compliance;
- Coordinates stormwater dry weather outfall screenings with field investigations and mapping follow up;
- Develops and updates Standard Operating Procedures and/or work instructions and implementation;
- Develops and monitors budgets for the programs and permit requirements.
- Coordinates and works with MS4 co-permittees to ensure compliance, assists with reporting and tracking, and act as primary point of contact for day-to-day permit questions.

- Provides support to teams to ensure compliance and meeting permit requirements through data collection, report preparation, follow up on outstanding permit issues as needed.
- Coordinates stormwater sampling program in support of regulatory requirements to include laboratory and Field Operations coordination and appropriate sample collection and preservation techniques, analyses with proper holding time and acquisition of supplies;
- The collection of and analyzing data gathered by incumbent or other field staff to determine causes of illicit discharges and identify potential actions for correction and/or prevention of future events;
- Provides field assistance for stormwater/wastewater operations and maintenance to meet program needs;
- Responsible for compliance data input into software systems, scanning and filing of existing hard copy documents; and archiving of environmental records;
- Assists with Stormwater Quality Management Plan update and compliance tracking;
- Coordinates enforcement and compliance with Pollution Prevention and Good Housekeeping and Illicit Discharge Detection and Elimination measures;
- Develops and/or assists with development of quarterly and annual MS4 permit reports;
- Researches, interprets and understands NPDES regulations and updates staff on regulatory changes;
- Coordinates industrial and domestic pollution prevention activities with other departments including Solid Waste, Industrial Pretreatment, Street Department, Solid Waste District, Public Information Office and others;
- Ensures the City's SWQMP is updated and correct in regards to MCM3 and MCM6;
- Represents program at meetings of Board of Public Works, City Council, Sewer Advisory Group, public hearings, neighborhood meetings, professional association meetings and other forums;
- Ability to interact with the public, City staff, and outside agencies with patience, tact, respect and professionalism;
- Assists Regulatory Wet Weather Operations Program Manager with smoke testing project requests to identify illegal connections and I/I.
- Assists in developing stormwater public outreach material, coordinates and provides employee training;
- Assists with public education and outreach events, such as trade shows, expo exhibits, local schools and other events, in support of MS4 program as needed;
- Assists with volunteer recruitment and tracking in support of MS4 outreach events as needed;
- Other duties may be assigned as necessary;
- Remains on-call for emergencies.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Responsible for the direct supervision employees in accordance with the applicable organization's policies and laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; performance appraisals; compensating and disciplining employees in accordance with applicable policies; addressing complaints and resolving problems.

MARGINAL FUNCTIONS

The incumbent is acting backup to Regulatory Wet Weather Operations Program Manager, Utility Regulatory Compliance Program Manager, and Facilities Operations Compliance Manager as needed. Other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.S.) from a college or university with major course work in Environmental Science, Biology, Chemistry, Ecology, Natural Resource Management or closely related field. Strong knowledge and understanding of federal and state stormwater and wastewater regulations, Clean Water Act and Clean Air Act preferred. Two years' experience in environmental education, sampling, and compliance preferred.

- A minimum of two years of experience in environmental education, sampling, compliance, and/or assisting with municipal or industrial regulatory compliance activities is desired;
- Experience with Microsoft® Office Suite, is desired;
- Experience working for or with a municipal government or utility is desired;
- Experience with regulatory compliance or regulatory permitting and reporting is desired;
- Experience with ESRI ArcGIS is desired.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, maps, ordinances, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- MS4 Compliance & Enforcement Certified Inspector
- A valid Indiana Driver's License
- CPR/First Aid;
- Confined Space Trained.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; sit; use hands to finger, handle, or feel; and reach with hands and arms.

The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, outdoor wilderness (poison ivy, thorns, mosquitoes, thick brush, off-trail trekking, etc.), and moving mechanical parts. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.