



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Stormwater and Floodplain Programs
Coordinator

Job Code: 401630	
Service Area: Public Services	
Service Unit: System Planning	
Salary Grade (Non-Union): 7	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Water Quality Manager	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Yes	
Responsible for supervising the following positions: N/A	
Description Prepared By Revised by S. Stewart and J. Lawson 1/11/2024, 2/12/2024 HR Review – CL, HK 2/14/2024, 2/22/2024 Legal Review – MR 2/13/2024	

Date Position Description Finalized

2/22/2024

Role Summary

Supports the City of Ann Arbor in meeting its stormwater management and floodplain management goals through day-to-day implementation of the stormwater utility program, assisting with the implementation of the City's Hazard Mitigation Plan, and by serving as a subject matter expert for floodplain and stormwater issues. As a key member of the Water Resources and Systems Planning teams, this individual assists the City in meeting state and federal regulatory compliance and supports other units during regulatory reviews to determine compliance with federal, state and local regulations.

Duties

Duties are performed under the general supervision of the Water Quality Manager or designee and may include the following:

Essential Duties

- Implements the Stormwater Utility program including the impervious surface data review with Geographic Information Systems (GIS), working with Customer Service for billing questions, point person for resident questions about the Stormwater Utility, processing waivers, appeals, and credits.
- Implements multiple aspects of the City's floodplain management program, including but not limited to: elevation certificate review, LOMR/LOMA review, FEMA liaison, Community Rating System (CRS) Coordinator (programming and reporting), FEMA grant acquisition and grant management.
- Serves as a key member of the City's hazard mitigation team. Responsible for maintaining/updating/implementation of the flood mitigation activities in the City's Hazard Mitigation Plan, including determining actions acceptable to the community and drafting policy for implementation of the plan.
- Reviews plans and permits for compliance with City ordinances related to natural features and wetlands issues and conducts site compliance inspections following construction to ensure projects adhere to approved plans.
- Responsible for drafting, revising, and implementing policy for, and management of, the City's floodplains.
- Assists with implementation of activities and programs related to the City's Municipal Separate Stormwater System (MS4) NPDES Permit.
- Assists with the development of policies for maintenance of privately owned stormwater facilities, plan(s) to implement the policies, and ongoing evaluation of program effectiveness.
- Assists with review of existing ordinances/regulations, revise or draft new ordinances/regulations for stormwater management and soil erosion and sedimentation control.
- Liaises with creekshed groups within the City of Ann Arbor that focus on the restoration and protection of the local creeks and streams.
- Assists in the development and implementation of watershed/creekshed management plans.

Related Work

- Provides project management oversight of select stormwater-related capital projects, as needed.
- Leads, facilitates, and participates in meetings and area/unit opportunities.
- Implements projects supporting climate resilience and stormwater management.
- Participates in watershed-scale partnership building; inform natural resource management decision-making process and policies.
- Assists and provides technical support to planning efforts, such as for public infrastructure, public facilities, and parks.
- Assists other units with soil erosion and sedimentation control and drainage issues, as needed.
- Works with interns and work on student projects.
- Supports the investigation and processing of complaints related to water resources issues.
- Responds to resident and City Council inquiries related to a variety of water resources topics.
- Performs in-field inspections and investigations as needed.
- Performs other related duties as assigned.

Knowledge of: (position requirements at entry)

- State and Federal regulations relating to floodplains and floodplain management
- Municipal Separate Stormwater System (MS4) regulations and permits
- Stormwater management, particularly detention or infiltration methods
- Soil erosion and sedimentation control
- Watershed planning and management
- Municipal development processes
- Urban planning
- Geographic Information Systems (GIS)

Skills and Ability to:(position requirements at entry)

- Independently identify needs and implement solutions
- Work as a team member
- Express ideas clearly and concisely, both orally and in writing
- Deal effectively with the public
- Be innovative and resourceful
- Prepare and deliver presentations to audiences of varying sizes and knowledge
- Demonstrate effective time management techniques
- Use computers and related software including word-processing, spreadsheets, database management, PowerPoint and email
- Facilitate and lead meetings
- Demonstrate leadership skills including team facilitation and communication and customer relations

Equipment

Personal computers, miscellaneous office equipment

Education, Training and Experience (position requirements at entry)

Required:

- Bachelor's degree from an accredited four-year college or university with a major in urban or environmental planning, ecology, natural resources or related field
- Five (5) to seven (7) years progressive experience in natural resources management, environmental planning or related field.
- The City of Ann Arbor will consider an alternative combination of education and experience.

Preferred:

- Master's degree from an accredited college or university with a major in environmental planning, natural resources or related field

Licensing Requirements (position requirements at entry)

N/A

Within one year:

- Certification as Flood Plain Manager by Association of State Floodplain Managers
- Certification as Storm Water Operator (Industrial and Construction) from EGLE
- Certification in Soil Erosion and Sedimentation Control from EGLE

Physical Requirements

The physical ability to walk, stand, stoop, bend, kneel, crouch, reach, pull, push, grasp, lift, talk, see, hear and perform repetitive motions.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to safely maneuver in and around construction sites and work areas.

Light Work: Exerting up to 20 pounds of force occasionally, and to remain in a sitting position for extended periods of time.

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