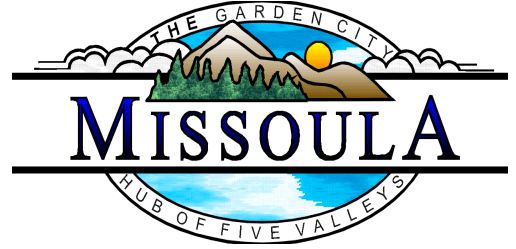


**CITY OF MISSOULA  
POSITION VACANCY NOTICE**

## **Regulatory Compliance Specialist**



**SALARY:** \$23.4441/HOUR

**CLOSING DATE:** April 25, 2019 before 5:00 p.m.

**DEPARTMENT:** Storm Water Utility Division of Public Works

**ACCOUNTABLE TO:** Storm Water Utility Superintendent

**STATUS:** Regular, full-time, non-union

**Primary objective of the Position:** Under general direction, performs a variety of administrative and skilled technical work associated with the regulatory compliance and operations of the storm water utility and flood safety infrastructure.

### **Essential Functions:**

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Duties and tasks may include occasionally lifting or moving objects weighing twenty-five (25) pounds or more. Duties may be performed outdoors where extreme weather conditions and rough terrain are encountered. Work conditions may occasionally involve exposure to construction activity, heavy equipment, caustic or hazardous materials, and loud noise. During urgent or emergency conditions, individuals in this classification may be on-call or standby status.

### **Tasks:**

Manage complex projects and provide administrative and technical services for the Storm Water Utility Division related to storm water discharge permits, surface water pollution prevention, operation and maintenance of flood safety infrastructure, and construction and reconstruction of storm water management infrastructure; write and present status reports regarding these activities for regulatory agencies, city council, committees, boards, division superintendent and the public; serve as a storm water and flood infrastructure contact for governmental agencies, city council, city departments, and the public.

Perform regulatory permit compliance activities, including but not limited to, research, monitoring, compiling and preparing reports, review and evaluation of storm water management plans and development plans for private sites and city owned projects; ensure application of and compliance with federal, state and municipal code requirements and regulations; perform and document inspections, issues notices and letters; photograph property condition; document and maintain required records.

Inspect storm water utility infrastructure including levees, storm drain structures, pipe lines and ditches, catch basins/retention ponds, illicit discharges and storm water infrastructure screening; sample, test and generate detailed reports; insure all aspects of storm water utility infrastructure are functioning properly and in compliance with regulatory authorities and permits;

Coordinate and participate in the City's storm water education and community outreach programs; research, compile, and distribute informative materials; conduct informational and opinion surveys; prepare reports and presentations; represent the City on various advisory committees and before outside agencies.

## **Knowledge, Skills and Other Characteristics:**

Knowledge of federal, state, and municipal codes and regulations related to storm water management, treatment, permitting, and water quality regulations;  
Knowledge of federal, state, and municipal codes and regulations related to flood control structure maintenance and certification for public safety;  
Knowledge of and ability to promote federal, state, and municipal rules and regulations for human and public safety in office, field and construction environments;  
Knowledge of public works department policies and procedures;  
Knowledge of geographical positioning systems (GPS) data collection and geographical information system (GIS) mapping and asset management systems;  
Skill in interpreting and applying federal, state, and local policies, procedures, laws and regulations;  
Skill in communicating effectively with others, both orally and in writing, using both technical and non-technical language;  
Skill in conducting research and preparing accurate, reliable reports including findings and recommendations;  
Skill in making public presentations to city councils, committees, boards and public forums regarding storm water program activities, long range planning, and regulatory efforts;  
Skill at reading and reviewing construction blueprint plan submittals and evaluating storm water best management practices;  
Skill in the use of a personal computer, tablet computer and/or smart telephone device using standard or customized software applications appropriate to assigned tasks;  
Skill in establishing and maintaining effective working relationships with City employees, outside agencies, elected officials, and citizens.

## **Qualifications:**

Experience equivalent to a Bachelor's degree in Land Resources, Environmental Science, Civil or Environmental Engineering or a related field and two (2) years of experience in storm water programs, environmental science, engineering construction, or project management. Must have a current Montana driver's license or be able to obtain one within 30 days following the hire date. Must be available for emergency call out. Must possess or be able to obtain Montana Storm Water Pollution Prevention Plan (SWPPP) Administrator certification. Experience in a governmental regulatory field or general storm water, wastewater, water treatment, or pollutant discharge elimination is preferred.

## **Application Instructions:**

Apply online at [www.ci.missoula.mt.us/jobs](http://www.ci.missoula.mt.us/jobs). **Cover letter and resume must accompany the application.**

OFFICE HOURS: MONDAY THROUGH FRIDAY, 8:00 A.M. TO 5:00 P.M.

APPLICANTS WHO NEED ACCOMMODATION TO PARTICIPATE IN THE APPLICATION AND SELECTION PROCESS MUST MAKE SUCH A REQUEST IN WRITING. THE CITY OF MISSOULA WILL CONSIDER ANY REASONABLE ACCOMMODATION. THE CITY OF MISSOULA IS AN EEO/AA EMPLOYER. VETERANS, WOMEN, PERSONS OF COLOR, MEMBERS OF THE LGBTQ COMMUNITY, AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.

APPLICATIONS MUST BE RECEIVED BEFORE 5:00 p.m., April 25th, 2019