SOUTHERN SANDOVAL COUNTY
ARROYO FLOOD CONTROL AUTHORITY

JOB DESCRIPTION

Position: Environmental Services Director
Salary Range: $60,000 to $90,000
Status: Classified Exempt
Reports To: Executive Engineer

JOB SUMMARY:

Plan, administer, coordinate the activities, generate policies, specifications, and standards relating to a compliance-driven storm water environmental quality and protection program. Perform analyses, investigations, regulatory operations and activities, and review of private and public development to achieve compliance with federal, state and local environmental laws and regulations for protection of storm water quality. Perform water quality protection duties to the maximum extent economically feasible and consistent with the flood control and management requirements of the authority, for the optimum protection of the natural environment, especially riparian habitat and natural conveyance channels suitable for native plants, wildlife habitat, and public recreation. Act as the primary contact for and maintain effective working relationships with the regulatory agencies, community, municipalities, and environmental groups with regard to environmental issues.

Ensure technical, policy and procedural compliance with current policy, regulations, and criteria promulgated by SSCAFCA. Interface with engineers, contractors, inspectors and others regarding design and construction of drainage infrastructure. Assist in the development and coordination of planning efforts and Capital Improvement Projects. Work as a team that includes SSCAFCA’s Executive Engineer, Fiscal Services Director, Administrative/Outreach Director and Field Services Director. Provide assistance to the general public, consulting and real estate communities with flood control/drainage concerns and issues.

ESSENTIAL DUTIES:

1. Manage SSCAFCA’s Stormwater Pollution Prevention Program and assure compliance with current and future federal Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) Phase II requirements.
2. Develop, recommend, and manage the environmental services program budget in conjunction with the Executive Engineer and Fiscal Services Director.
3. Serve on and preside over task forces and committees representing the authority in matters of water quality and environmental issues.
4. Review and research federal, state and local laws, regulations, rules, compliance orders, proposed legislation and court decisions relating to water quality protection issues; write
interpretations and recommend changes in enforcement or compliance procedures and policy needed to comply with environmental regulations.

5. Define program goals and objectives and develop multi-year program action plans and annual progress reports to the authority and regulating agencies.

6. Establish and maintain constructive relationships with regulatory agencies and serve as the authority contact during audits and inspections of the authority’s regulatory compliance; coordinate the authority’s response in regulatory action with regulatory agencies. Interaction may include but is not limited to the EPA, Region 6 (MS4 permit), New Mexico Environment Department (water quality standards, Total Maximum Daily Load), Fish and Wildlife Service (Endangered Species Act), Army Corps of Engineers (404 permitting, compensatory habitat mitigation).

7. Conduct internal compliance audits, surveys or reviews, reporting to the Executive Engineer the compliance status with federal, state and local regulatory requirements; recommend corrective action to change or improve procedures and program performance; maintain records of audits and compliance reports.

8. Conduct or oversee special analyses or studies of water quality assessment and/or monitoring, illicit discharge detection and elimination, watershed modeling, Best Management Practice evaluation, and other analyses or studies as necessary.

9. Prepare and make presentations; brief elected officials and staff regarding major issues, findings or concerns; make recommendations regarding water quality and environmental issues, programs and funding requirements to Executive Engineer.

10. Consult with regional municipalities, other government agencies, and organizations on environmental issues affecting the authority. Coordinate and communicate with these agencies regarding land development and flood control projects with respect to storm water quality.

11. Evaluate environmental consultant proposals and qualifications and recommend consultant selection; administer consultant contracts.

12. Responsible for Notice of Intent (NOI) submittal and termination, and Stormwater Pollution Prevention Plan (SWPPP) coordination for all SSCAFCA construction projects under the EPA construction general permit (CGP).

13. Review SSCAFCA capital projects for appropriate water quality provisions and provide field construction oversight as necessary.

14. Provide technical review of land development plans and drainage studies to ensure compliance with current local, State, and Federal policy, regulations, and current engineering principles and practices.

15. Performs other duties as assigned.

QUALIFICATIONS:

1. Graduation from an accredited college or university with a degree in civil engineering, environmental engineering, hydrology, environmental science or a closely related field.
2. Minimum of 4 years experience in regulatory compliance with storm water quality or NPDES management, natural resources management and environmental protection.
3. Minimum of 5 years experience in engineering or management of flood control/drainage projects.
4. Skill in reviewing and analyzing technical reports, plans, and specifications.
5. Thorough knowledge of hydrology and hydraulics.
6. Computer software applications related to the work, with emphasis on hydrologic and hydraulic engineering software and geographic information systems (GIS). Must be familiar with AHYMO, HEC-RAS and other software programs.

7. Developed skill in written and oral communications, including public presentation.

8. Ability to obtain and maintain Certified Floodplain Manager status.

**Employment Requirements:**

1. Physical ability to perform field work, including site visits, and inspections.
2. Must possess a valid New Mexico State driver’s license.
3. Pre-employment background investigation is required and is conditional pending results.

**Tools and Equipment Used:**

Personal computer, including word processing, spreadsheet software, AutoCAD design; motor vehicle; phone; camera. Outdoor equipment used may include survey and measuring devices, shovel, and geologist’s pick.

**Work Environment:**

Work is performed partly in an office setting. While performing the duties of this job, the employee occasionally works in outdoor settings with active construction activities, possible inclement weather conditions and the possibility of higher noise levels. The noise level in the office environment is usually quiet to moderate.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk; feel or operate objects, tools or controls; and reach with hand and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and communicate in office and outdoor settings. Ability to climb and descend stairs is desirable. 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, peripheral vision, depth perception and the ability to adjust focus. Ability to discern shades, colors, texture, vegetation, soil and geologic features on photographs and natural terrain.

Occasionally the employee will be required to drive to field sites, walk on rough, sandy, and rocky terrain and make measurements, take photographs, or make notes, all in weather conditions representative of the Sandoval County area. Occasional inspection trips involving hiking in natural arroyos, inspection of construction sites, inspection of existing dams, channels, and underground storm water facilities, some with steep slopes and precarious footing. Occasional use of ladders to ascend or descend, both above and below ground level.

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 required of this position.
Other:
The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

New employees serve a probationary period of six (6) months or more, during which time supervisors will have an opportunity to evaluate the employee’s ability and general suitability. An employee may be dismissed without cause at any time while in probationary status.

SELECTION CRITERIA:

- Resume with education and experience listed
- At least three references listed
- Interview(s) SSCAFCA will contact applicants to schedule interviews
- Upon a letter of offer:
  - a background investigation(s) may be performed.
  - Job related tests may be required.
  - Physical examination(s) may be required, to ascertain any limitation(s) or restriction(s).
  - Limited and random drug testing may be done.

Send resume and cover letter with three references to:
ATTN: CConran, SSCAFCA,
1041 Commercial Drive S.E,
Rio Rancho, New Mexico, 87124
or
via email in pdf. format with subject line reading: Environmental Services Director applicant, to cconran@sscafca.com.

DEADLINE: June 8, 2012 by 4:00 p.m. (MST)
SSCAFCA is an equal opportunity employer.