

TOWN OF WINDHAM

Position Title:	Environmental and Sustainability Coordinator	Date:	_____
Department:	Planning	Incumbent:	_____
Reports to:	Town Manager	Supervisor:	_____
Classification:	Exempt M-1	Town Manager:	_____

General Summary:

This is a responsible and specialized professional and technical position with responsibility for developing comprehensive policy and a strategic plan that encompasses current and long-term environmental initiatives towards a more environmentally sustainable future – including planning, managing, and coordinating the activities and implementation of the Stormwater Management Program. Performance is based upon observation and results.

Essential Functions:

Interdepartmental Coordination

- Guides and coordinates the implementation of the Town’s current and/or future Energy Plans, with guidance and direction from the Town Manager, Town Planner and energy-related committees.
- Plans, organizes, and coordinates the daily activities of the stormwater program to insure compliance with the permit; and provides technical expertise and guidance to other Town departments in the implementation of their stormwater program SOPs.
- Provides training to Town personnel to effectively implement the Town’s Stormwater Management Program and to reduce the impact of pollutant runoff in municipal operations.
- Serves as a technical resource and assists the Public Works Department in managing the Town’s solid waste, recycling and composting programs to reduce solid waste disposal quantities through increased recycling and composting.
- Develops and maintains guidance documents on use of Best Management Practices (BMPs) for commercial, residential and municipal activities to ensure compliance with the stormwater permit.
- Assists Planning, Code Enforcement and the Public Works Departments with watershed planning and implementation efforts for the water bodies with the Town; prepares grant application for outside funding for watershed improvements; assists with watershed improvement or enhancement projects; provides public outreach to property owners and constituents within watershed and assists with new watershed planning efforts.
- Provides assistance to the Planning and Code Enforcement Departments with adaptation efforts and initiatives, including assistance in analyzing and planning for vulnerable infrastructure, structures, natural resources and related features due to potential storm events, and related natural occurrences.

Development Review

- Reviews erosion and sedimentation control plans for construction and development.
- Reviews proposed stormwater management plans and long-term operation and maintenance plans for construction and development.
- Coordinates with the Development Review Team on maintenance operations, design review, and stormwater programs related to public and private stormwater systems.

Interagency Coordination and Public Outreach

- Represents the Town at the Interlocal Stormwater Working Group.

- Prepares and present reports, recommendations, and studies to staff, governing bodies, private agencies and groups, and/or Town council at public hearings and meetings.
- Represents the Town in meetings involving other municipal governments, state and federal agencies; serves as liaison with federal, state, and other agencies with respect to regulations and programs involving stormwater pollution.
- Develops and maintains effective communications with the public, contractors and other government agencies to provide information, work collaboratively, and offer solutions regarding multi-jurisdictional stormwater activities and projects.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of stormwater and other water quality programs.
- Coordinates with other regional and local entities to facilitate efficient and consistent program management.
- Performs outreach, education, coordination, and takes other necessary measures to further this initiative and helps achieve higher rates of recycling and composting within the community.

Budget & Funding

- Assists with the development of the program budget, writes and applies for grants and any other funding sources to help ensure proper resources are available to fund required capital improvement projects and the maintenance and inspection of municipal stormwater system.
- Manages the implementation of grant programs accepted by the Town in support of the stormwater programs.
- Applies for grants and outside funding for energy initiatives; pursues alternative energy projects and energy conservation initiatives and related efforts that can enable short and long-term energy savings for the Town and pivot to a more renewable energy portfolio.

Long-range Planning

- Develops and implements plans and programs to ensure continued compliance with the requirements in the stormwater general permit for MS4's concerning the six Minimum Control Measures as outlined in the Town's Stormwater Program Management Plan.
- Coordinates and participates in the development and updating of short and long range plans, including Capital Improvement Plans.
- Develops and implements watershed management plans and/or pollution reduction programs and plans consistent with established TMDL's for the Town's urban impaired streams.
- Works with the Planning and Code Enforcement Departments, and other local and State agencies and organizations, on water quality monitoring of water bodies; assists in investigating sources of water quality impairments and helps identify corrective measures.
- Assists the Planning, Code Enforcement and Public Works Departments in researching, exploring, and promoting alternative approaches to stormwater management and other development techniques, such as low impact development practices, that are more sustainable in terms of design, treatment, pervious area, drought tolerance and the like.

Reporting and Recordkeeping

- Prepares and submit all reports and documentation as required under the MEPDES permit, including Notice of Intent, Annual Reports, Stormwater Management Plan, and other documentation as requested.
- Maintains required record keeping pertaining to the Town's stormwater programs.
- Prepares monthly report and updates, as needed, to the Town Manager.

Relationships

- Works effectively and positively with other employees and the general public regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of environmental initiatives within the Town.
- Maintains and updates the Spill Prevention control and Countermeasure (SPCC) Plan and ensures compliance with them.

Competencies:

- Modern principles, techniques and theories of stormwater management and control;
- Knowledge of the NPDES Small MS4 Permit and requirements;
- Ability to Interpret and apply federal, state and local policies, laws and regulations
- Operations, policies and objectives of stormwater planning, code enforcement, facility maintenance and inspection;
- Ability to communicate effectively both verbally and in writing to various and diverse groups and individuals, including children;
- Ability to handle multiple tasks requiring a high level of organization;
- The ability to maintain confidentiality, and maintain working relationships with other employees, vendors, public officials and the general public, including children;
- Public speaking / facilitation and presentation skills;
- Contract management; and
- Ability to develop and maintain working relationships with employees, other Supervisors, Department Heads, public officials and the general public.

Required Education/Experience:

- Degree in engineering, environmental sciences, natural resources or a related field;
- Three (3) years' experience in stormwater programs or a related environmental, engineering or water resource field;
- Experience managing / implementing a municipal stormwater program;
- GIS/GPS experience; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.

Additional Eligibility Qualifications:

- Effective planning, organizational and scheduling skills;
- Ability to analyze situations accurately and adopt an effective course of action;
- Ability to work independently with minimal direction;
- Knowledge of and ability to use a computer, calculator, photocopier, voicemail, and FAX machine;
- Experience using Microsoft Office software to prepare correspondence and spreadsheets; and
- Experience with GIS software.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent operating a computer and standing. Use of hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence. Flexibility of motion – up and down a lot assisting staff and citizens; ability to lift up to 25 pounds is required. Field work in any and all weather conditions, work with public works or other Town employees in the field

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.