

Missouri Department of Transportation Job Description

Job Title: Stormwater Compliance Coordinator

Title Code: R04132

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Lead Worker Only

District/Division: Central Office – Design

Effective Date: 07-01-2022

Replaces (Effective Date): 12-01-2014

General Summary

The stormwater compliance coordinator is responsible for the department's regulatory compliance under various stormwater management and environmental protection rules, regulations, and programs.

Minimum/Required Qualifications

- Bachelor's Degree: Biology, Soil Science, Hydrology, Civil Engineering or related field.
- Six years of experience in aspects related to stormwater management and/or environmental programs.
- Certification in Erosion and Sediment Control (CPESC) within six months of hire.

Special Working Conditions/Job Characteristics

- Job requires regular, statewide overnight travel.
- Job requires exposure to moderately adverse and undesirable environmental conditions.

Examples of Work

1. Serves as the primary resource for department projects through design, construction and post-construction for all stormwater permitting requirements and serves as the main point of contact between the department and the stormwater regulatory agencies.

2. Coordinates the development, delivery, maintenance, and annual reporting requirements of the stormwater training program for applicable department employees and contractors.
3. Oversees department employees and contractors to provide guidance to ensure compliance with stormwater requirements.
4. Maintains and reviews stormwater permit(s) and associated stormwater pollution prevention plans.
5. Coordinates regular compliance inspections, identifies deficiencies, provides oversight, and recommends corrective action; and supervises the oversight inspection process in environmentally sensitive areas.
6. Prepares and submits periodic written reports of non-compliance with stormwater requirements to the appropriate stormwater regulatory agency, and prepares and submits an annual report summarizing all actions taken within the previous year.
7. Creates, implements, and maintains an electronic database to track all stormwater deficiencies noted in any stormwater inspection or oversight inspection and the actions taken to address each.
8. Orders the taking of measures to cease, correct, prevent, or minimize the consequences of non-compliance with stormwater requirements.
9. Issues stop work orders on a project, if necessary, to ensure compliance with stormwater requirements.
10. May perform lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
11. Performs other responsibilities as required or assigned.