

Position Title: **STORMWATER DIVISION SUPERINTENDENT - EXEMPT**

Supervisor: Director of Public Works

Hours of Work: As a salaried employee, a minimum of 40 hours per week is expected, but more may be required. No overtime will be paid.

Place of Work: The Stormwater Division Superintendent is based at the Hampden Township Public Works Facility, 1955 Technology Parkway.

General Description: The Stormwater Division Superintendent is responsible for a wide variety of duties involving management of Division activities and oversight of the Township's MS-4 requirements.

Essential Functions:

- Supervises the Stormwater Division staff.
- Oversees activities required to ensure compliance with the Township's MS-4 permit and all other DEP and EPA stormwater regulations.
- Plans, coordinates and schedules work assignments and projects pertaining to the maintenance, construction and operation of stormwater systems.
- Responds to citizen requests and emergency situations regarding stormwater issues.
- Assists with planning street projects as they relate to stormwater operations.
- Coordinates a comprehensive street sweeping and storm drain cleaning program.
- Makes recommendations to Public Works Director regarding construction and development projects, environmental matters and enforcement remedies.

Reviews stormwater management plan and permits submission for compliance with Township ordinances.

Oversees Hampden Township Sewer Authority Stormwater Credit and Appeal policy.

Coordinates review of developer stormwater management plans.

Prepares budgetary guidelines for estimated revenues and expenditures for the Township's Storm Sewer Fund.

Reviews requisitions prepared for the Stormwater Division and forwards to the Public Works Director for approval.

Reviews Division projects and provides direction; manages projects and anticipates and overcomes problems to ensure projects are completed on time and within budget limits.

Recommends hiring and disciplinary action; and approves overtime and leave requests for Stormwater Division employees.

Represents Township or Hampden Township Sewer Authority at meetings, as needed.

Works effectively with Authority and Township Engineers.

Serves as a liaison between the Authority and developers, as required, in order to coordinate developer installed storm sewer extensions.

Participates in training as required for job performance.

Other duties as assigned.

Qualifications:

Bachelor's degree in Environmental Science or related field and 10 years of related managerial experience. Fifteen years of directly related experience commensurate with duties and progressive responsibility may be substituted for a degree.

Current Stormwater Manager Certification or ability to obtain within one-year from date of hire.

Current Pennsylvania Driver's License.

Ability to understand basic engineering with a strong understanding of how to read blueprints.

Excellent communication skills in working with staff, public, engineers and governmental agencies.

Thorough supervisory skills necessary to provide direction to Division employees.

Ability to establish own measures of self-performance in contributing to prescribed long-term plans and goals of the Division within overall policy or budgetary limits.

Ability to handle the implementation of Division policy and procedures within approved guidelines.

Ability to work independently and reliably perform assignments with minimal supervision.

Knowledge of PennDOT Publication No. 213, Work Zone and Traffic Control Guidelines and No. 408, Highway Construction Specifications.

Thorough knowledge of safety principals and practices.

High degree of diplomacy and the ability to deal with persons in all types of positions.

Personal computer and related software experience
including Microsoft Office, AutoCAD, ARC GIS, etc.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods, or otherwise balance the workload.

01/2019