

# South Jordan City

## Job Description

**Title:** UPDES Program Coordinator  
**Org:** 220570  
**Pay Grade:** 17

**Effective Date:** 10/15/2020  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Provide inspection and relevant city compliance to permits and records management, to ensure that the City grows and develops in a manner that is consistent with its mission. Perform a variety of working level, technical duties to assure infrastructure projects are constructed in compliance with established local, state and federal construction standards, particularly those related to air and water quality.

### SUPERVISOR

Storm Water & Sanitation Manager

### POSITION(S) SUPERVISED

UPDES Inspector

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Oversee all aspects of City compliance pertaining to the Utah Pollutant Discharge Elimination System [UPDES] permits and the City's Municipal Separate Storm Sewer System [MS4] permit.

Oversee the Storm Water Management Plan including creation, implementation, tracking, and compliance with MS4 permit.

Network with state and county personnel to stay updated and provide input on changing regulations.

Represent the city at monthly Utah Storm Water Advisory Committee [USWAC] and County Coalition meetings and share those meetings information with relevant city employees.

Oversee all aspects of StormPro Database including maintenance, customization, data accuracy, and reporting.

Create and implement practices and procedures that will ensure that all (private and public) infrastructure construction projects are monitored and inspected through all phases of the project from initial plan reviews to final bond release, for compliance to City codes, and state and federal air and water quality regulations.

Create, implement, and provide MS4 permit required annual trainings for City staff and departments.

Coordinate with City staff on internal MS4 inspections of City properties and adherence to UPDES mandates.

Manage current and upcoming maintenance agreements on private storm water facilities including inspections and applicable enforcement

Observe and actively participate in work zone safety procedures.

Operate, clean, and maintain tools, vehicles, and equipment to assure proper working order.

Subject to uncompensated stand-by notification for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree in Business Management, Public Administration, or related field  
AND

B. Two (2) years general work experience performing above related duties

2. Special Qualifications:

Certified Inspector of Sediment and Erosion Control or related certification preferred  
Valid Utah Class A Driver's License, or obtain within six (6) months of employment

3. Knowledge, Skills, and Abilities:

Specific knowledge on all MS4 Phase 2 components, in compliance with the United States Environmental Protection Agency (EPA) and the Utah Water Quality Act, Title 19, Chapter 5, Utah Code Annotated 2004.

Knowledge of general construction principles and practices; legal environment associated with construction and maintenance of public works projects; modern methods, principles and practices of infrastructure construction and maintenance; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principles involved in public works.

Ability to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports; read maps and locate property; establish and maintain effective working relationships with employees, other agencies, and the public; comprehend interpret and enforce City ordinances, codes, and regulations.

Ability to communicate effectively verbally and in writing read and interpret plans and specifications, visualize completed projects in planning stages and estimate the end results.

Ability to listen and work under stress-related situations.

Proficient in the operation of computers, specifically competent in database software, records management software and Microsoft products.

Skill in cooperative problem solving, exercise good judgment in difficult situations, and communicate to citizens and city staff.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting (40-60lbs). Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal/Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Skilled Craft Worker</b>
<b>Location:</b>	<b>Storm Drain</b>	<b>EEOP Class:</b>	<b>Craft Worker</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>n/a</b>