

VACANCY ANNOUNCEMENT



CITY OF MOUNT VERNON, NEW YORK

MAYOR SHAWYN PATTERSON-HOWARD

POSITION: STORMWATER COORDINATOR

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS

The City of Mount Vernon is an equal opportunity employer and is committed to achieving full and equal opportunity without regard to race, religion, color, gender, physical or mental disability and sexual orientation. The City of Mount Vernon has a zero tolerance for all forms of harassment or reprisal.

OPENING DATE: 12/6/2023

CLOSING DATE: 12/22/2023

SALARY RANGE: \$70,630.48 – \$89,238.17

RESIDENCY REQUIREMENTS: MOUNT VERNON or WESTCHESTER COUNTY RESIDENTS

APPLICATION INSTRUCTIONS:

Resumes and letters of interest should be addressed to:

City of Mount Vernon

Department of Human Resources

1 Roosevelt Square, Room 211

Mount Vernon, New York 10550

Or submitted via e-mail to: CityofMountVernonHR@cmvny.com

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized position in field operations and required by the Environmental Protection Agency reporting, pertaining to the City's MS4 Stormwater Program. The incumbent would be responsible for inspection, maintenance and repair work relating to the City of Mount Vernon's storm sewer system, and related environmental concerns. This is a "hands-on" position which involves the completion and/or inspection of work of the Sewer Bureau personnel for reporting purposes. The position requires the coordination, supervision, inspection and documentation of work carried out by contractors employed by the City of Mount Vernon during storm sewer projects. Work is performed under the general supervision of the Sewers Foreperson. Does related work as required.

EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)

- Develops and maintains efficient reporting mechanisms pertaining to the repair and maintenance of stormwater swales, pipes, culverts, inlets, outlets, water directing curbs, signs, markings, header walls and drainage issues;
- Coordinates educational seminars as required;
- Responds to residents and local business complaints, and determines the correct course of action to be taken;
- Plans organizes and supervises the collection and disposal of all refuse, trash and debris collected during environmental events;
- Prepares the annual stormwater and solid waste plans and/or reports for submittal to the Environmental Protection Agency;
- Assists in maintaining the City's SPDES (State Pollutant Discharge Elimination System);
- Conducts site inspections of new construction pertaining to storm water projects as required;
- Conducts site inspections for soil erosion, draining, buffer and other requirements;
- Coordinates with inspectors to check local businesses for compliance of business and occupational registration ordinance.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Candidates must have a good knowledge of the operations and maintenance of all equipment used in City projects; good knowledge of stormwater flow, regulations and all safety regulations; good knowledge of State, County and City ordinances applicable to environmental and stormwater issues; good knowledge of Environmental Protection Agency (EPA) Permits, Regulations and Guidelines; good knowledge of Microsoft Office applications (Excel, Word, Powerpoint); good knowledge of basic contraction techniques; must have skill in recognizing hazardous waste; must have the ability to maintain effective working relationships with public officials, employees, contractors, developers and the general public; must have the ability to understand complete oral and written directions and to complete tasks in the timely fashion; must be able to read, understand and interpret construction plans and specifications; tact, courtesy and firmness in dealing with contractors, developers and the public concerning compliance with construction codes and ordinances, must be able to speak effectively at public meetings and physical condition commensurate with the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a recognized four year college or university with a Bachelor's Degree in Civil Engineering or a related field; PLUS 3 years of experience in stormwater management or a related field; which shall have included experience in stormwater sewer system maintenance repair, working with concrete, asphalt, concrete piping, high density polyethylene piping (HOPE), corrugated steel piping, Polyvinyl Chloride (PVC) plastic piping, retention wall maintenance and repair.

SPECIAL REQUIREMENTS FOR THIS POSITION:

Must be able to be on call 24/7.

Must possess a valid New York State Driver's License