

<b>Job Class Code: 2530</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 3</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee and direct operations of the City stormwater facilities. The class is responsible for staff supervision, planning, policy, training, budget, stormwater facilities, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises staff, including selecting or recommending selection, training, evaluating, counseling, disciplining, and terminating or recommending termination.
- Plans, coordinates, assigns, supervises, and inspects work of crews engaged in maintenance of City stormwater facilities; ensures compliance by crews with general safety standards.
- Develops and prepares annual budget; oversees and approves expenditures; prepares financial forms and reports.
- Inspects stormwater facilities and prioritizes and assigns stormwater maintenance work; coordinates maintenance work with requirements of NPDES Permit.
- Directs stormwater facilities Management Program.
- Maintains inventory of tools, equipment, and materials; coordinates Division equipment repair with City Garage; orders materials and supplies as needed.
- Responds to citizen inquiries, determining nature of problem and directing necessary action.
- Gathers and maintains information to support periodic and special reports documenting Division activities and events.
- Attends or conducts staff and other professional meetings to exchange information.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.
<b>Language Requirements</b>	Reads scientific and technical journals, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex reports.
<b>Mental Requirements</b>	Performs professional level work requiring the application of scientific, engineering, accounting, legal, or managerial methods in the solution of technical, scientific, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

<b>Decisions/Supervisory Control</b>	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.
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**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires any combination of education and experience equivalent to an associate degree in Engineering Technology, Construction Technology, or a closely related field.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*