

## **JOB DESCRIPTION**

### **JOB TITLE**

ENVIRONMENTAL PROGRAMS COORDINATOR

### **JOB SUMMARY**

*(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities of the position)*

The Environmental Programs Coordinator/Sewage Enforcement Officer is a technical position reporting directly to the Director and Assistant Director of Community Development. The incumbent shall be responsible for development, implementation, and coordination of all aspects of the MS4 (Municipal Separate Storm Sewer System) program, On-Lot Sewage Program, NFIP Floodplain Regulations, Well Drilling Regulations, and the Trash/Recycling program.

### **DUTIES AND RESPONSIBILITIES**

*(The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position).*

Reports to the Director of Community Development and Assistant Director of Community Development

#### **Municipal Separate Storm Sewer System**

- Develops and maintains organized records to document and track compliance with all MS4 requirements
- Coordinates and completes all required reports and plans for the MS4 Annual Report
- Provides educational materials related to MS4 for the Township website and newsletters.
- Provides for Township-wide training to ensure MS4 compliance
- Identifies and leads or participates in public education and involvement opportunities
- Maintains mapping records identifying location of inlets, outfalls, and other MS4 features
- Takes complaints and questions from residents, contractors, and developers, meeting with them as needed, regarding MS4 related issues
- Performs site visits, water sampling, outfall inspections, evaluation of pollutants and determining their source; conducts enforcement action for non-compliance offenders
- Performs routine inspections as required of all storm water facilities within the MS4 area or as complaints or violations are identified
- Keeps clear and accurate records of all MS4 related activities

#### **Sewage Enforcement Officer/On-Lot Sewage Maintenance Program**

- Serve as the Township's Sewage Enforcement Officer
- Conducts administrative and general office support for on-lot sewage program including, but not limited to, enforcing the On-Lot Septic Ordinance, Holding Tank Ordinance, On-Lot Sewage Agreements, and Annual Reports for DEP
- Develops and maintains the on-lot sewage maintenance program which includes, but not limited to, the below duties;
  - Track on-lot septic permits in the Community Development Database

- Update septic pumping reports in the Community Development Database
- Distribute compliance letters for enforcement of On-Lot Sewage Ordinance
- Maintain the Annual Registered Septic Haulers listing

#### **NFIP Floodplain Regulations**

- Monitors floodplain development to ensure compliance with the Township's floodplain regulations and National Flood Insurance Program
- Provides educational materials related to floodplain development to affected residents
- Issues violation and remediation letters to non-compliant properties
- Conducts inspections required as part of Township issued Floodplain Development permits

#### **Well Drilling Regulations**

- Reviews permit applications for new well construction
- Issues permits and conducts inspections to ensure wells are constructed in compliance with Well Ordinance

#### **Trash/Recycling Program**

- Manages the Township's municipal solid waste (MSW) and recycling contract program.
- Works with vendors and customers to help them increase their waste diversion and implement resource management practices and programs.
- Serves as the primary contact for resident concerns regarding the trash and recycling program

Attends meetings, workshops, conferences, and seminars as directed

Performs other tasks as assigned

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*(The knowledge, skills, and abilities required for satisfactory job performance)*

#### **Knowledge of:**

- Theories, principles, practices, and techniques of public works, municipal water and sewer, and public works and utilities maintenance functions and best practices
- General knowledge of Soil Science and Munsell Soil Color Chart
- General planning principles and practices of the Municipalities Planning Code
- Principles and practices of research and data collection (must be able to take the initiative to research data on a consistent basis)
- Geographic Information Systems (GIS) fundamental concepts, practices, and procedures
- Necessary provisions to administer and enforce all applicable Federal, State, and local laws and regulations
- Principles and practices of public administration, including budgeting, purchasing, and the maintenance of public records; organization of a Second Class Township

#### **Ability to:**

- Communicate clearly and concisely, both orally and in writing
- Plan, direct, and integrate broad, comprehensive public works and utilities programs and activities
- Analyze complex engineering and maintenance issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations, and courses of action

- Present proposals and recommendations clearly and logically in public meetings
- Understand, interpret, explain, and apply local, State, and Federal laws and regulations governing public works and utilities services; evaluate management practices and adopt effective courses of action
- Develop clear, concise, and comprehensive technical reports, correspondence, and other written materials
- Exercise sound, expert independent judgment within general policy guidelines
- Establish and maintain effective working relationships with the Board of Supervisors, officials, other governmental and regulatory officials, staff, private, and community organizations, developers, contractors, and others encountered in the course of work
- Establish and maintain effective working relationships with the general public, coworkers, elected and appointed public officials, and members of the general public who may have diverse cultural or linguistic backgrounds, regardless of race, religion, age, gender, sexual orientation, disability, or political affiliation

### **WORKING CONDITIONS**

*(The unavoidable, externally imposed conditions under which the work must be performed and which may create hardships for the incumbent, including the frequency and duration of occurrences of such possible physical demands, environmental conditions, demands on one's senses, and mental stresses).*

#### **Physical Demands**

*(The nature of physical effort leading to physical fatigue)*

- The incumbent is required to regularly sit; talk and hear both in person and by telephone; use hands to handle, feel, or operate standard office equipment; and reach with hands and arms, stand, walk, bend, kneel, stoop, reach, crawl, twist, and climb; lift and carry up to 50 pounds. The incumbent is frequently required to stand and walk, which includes site visits to areas with uneven or unstable terrain.

#### **Environmental Conditions**

*(The nature of adverse environmental conditions affecting the incumbent)*

- The incumbent, from time to time, must work outside in different weather conditions including extreme cold and extreme heat. These conditions will also include periods of heavy precipitation, including rain, sleet, and snow.

#### **Sensory Demands**

*(The nature of demands on the incumbent's senses)*

- The incumbent's exposure to toxic chemicals or dangerous conditions impacting one's senses or health should be minimal; however occasional contact with waste products, some of which may be harmful, may be required from time-to-time.

#### **Mental Demands**

*(Conditions that may lead to mental or emotional fatigue)*

- The incumbent must work independently and is expected to maintain a tight and exact schedule of work. The incumbent must track a number of projects and meet tight deadlines, and deal with people in heightened senses of emotion. Any problems or inconveniences may result in increased stress to complete tasks in a limited time.

**MINIMUM EXPERIENCE OR TRAINING**

A Bachelor's Degree in GIS, Urban/Regional Planning, Environmental Science, Engineering, or a related field from an accredited college or university, with training in GIS technology, plus one to three years professional experience. An equivalent combination of training or experience that provides the required knowledge, skills, and abilities will also be considered.

Attend the SEO Academy Training and pass state certification exam for Sewage Enforcement Officer within one year of employment.

Must possess a valid Motor Vehicle Operator's License.

THIS POSITION IS A NON-EXEMPT (OR HOURLY) POSITION.

This job description was duly adopted and entered in record at the Board of Supervisors meeting on the day of.

**SOUTH MIDDLETON TOWNSHIP  
BOARD OF SUPERVISORS**

\_\_\_\_\_  
SHELLY L. CAPOZZI, ED.D, Chairwoman

\_\_\_\_\_  
WALTER G. REIGHARD, Vice Chairman

\_\_\_\_\_  
R. DUFF MANWEILER, Member

\_\_\_\_\_  
BRYAN A. GEMBUSIA, Member

\_\_\_\_\_  
RONALD P. HAMILTON, Member

**ATTEST**

\_\_\_\_\_  
JARRETT SWEENEY, Secretary

<hr/> Employee Signature	<hr/> Employee Signature
<hr/> Printed Name	<hr/> Printed Name
<hr/> Date	<hr/> Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities
<hr/> Township Manager's Signature	
<hr/> Date	
I approve the delegation of responsibilities outlined herein within the context of any organizational structure that has been or will be adopted by the Board of Supervisors.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.