



## Stormwater Compliance Manager Job Description

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<b>Position</b>	Stormwater Compliance Manager	<b>Reports to</b>	Director of Strategic Planning
<b>Department</b>	Engineering & Public Works	<b>Job Code</b>	1200
<b>Pay Grade</b>	PG-16	<b>EEO Category</b>	EEO-2
<b>FLSA Classification</b>	Exempt	<b>Hours per Pay Period</b>	80
<b>Last Revised</b>	July 22, 2021		

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<b>Purpose of Job</b>	<p>The purpose of this classification is to coordinate Knox County Government’s compliance with stormwater regulations including the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit and local ordinances.</p>
<b>Essential Functions</b>	<p>The Stormwater Compliance Manager is responsible for the following essential functions:</p> <ul style="list-style-type: none"> <li>• Develop, implement, evaluate and regularly update a comprehensive Stormwater Management Plan for Knox County.</li> <li>• Coordinate, support, monitor and document Knox County’s activities executing the Stormwater Management Plan.</li> <li>• Supervise, schedule and direct the work of a team of staff to further the goals of the Stormwater Management Plan.</li> <li>• Develop and maintain interagency partnerships with departments under the Mayor to further the goals of the Stormwater Management Plan.</li> <li>• Develop and maintain relationships with staff in all divisions within Engineering and Public Works to gain cooperation on execution of activities presented in the Stormwater Management Plan.</li> </ul>

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**Essential Functions  
(cont.)**

- Work with the Strategic Planning Director and other appropriate Engineering and Public Works staff to develop draft ordinances, manuals and policies when necessary to further the goals of the Stormwater Management Plan and align with regulatory requirements.
- Develop and maintain familiarity with stormwater regulations affecting Knox County Government and provide advice and guidance on potential responses to regulation changes.
- Provide support, advice and coordinate training, where necessary, to other EPW departments to further the goals of the Stormwater Management Plan.
- Encourage and facilitate input to the Stormwater Management Plan from the Knox County public and other stakeholders.
- Prepare, review and submit annual MS4 permit reporting documentation to the Tennessee Department of Environment and Conservation (TDEC) in a timely fashion.
- Prepare, review and submit program evaluation documentation to TDEC as necessary to comply with periodic program audits.
- Coordinate and submit Knox County’s Notice of Intent when new MS4 NPDES permits are issued.

**Additional Job  
Functions**

- Respond to and report immediately if called upon by local, regional or central office supervisors, as part of a coordinated emergency response by the Knox County Mayor’s Office
- Perform other duties as required

**Minimum Training &  
Qualifications**

- Bachelor’s degree in Civil Engineering, Environmental Science, Environmental Policy, or related field
- Minimum of five (5) years’ related experience
- Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities may be considered for employment into the position

**Specialized Knowledge**

- N/A

**Competencies**

- Ensure regular, punctual attendance during scheduled work hours
- Basic understanding of computers, printers and other office equipment
- Ability to focus and demonstrate great attention to detail
- Ability to work cooperatively as a member of a team
- Ability to use water quality monitors and global position system (GPS) tools and application

**Physical Requirements**

- This position requires the ability to engage in occasional light physical activity.

**Occupational Hazards**

- N/A

