

OAK PARK CONSERVANCY DISTRICT
STORMWATER DRAINAGE & WASTEWATER TREATMENT
4230 PORTAGE PLACE
JEFFERSONVILLE, INDIANA 47130

Department(s): Stormwater

Job Title: Stormwater Specialist

Job Objectives:

Incumbent helps maintain compliance with the federal, state, and local regulations by ensuring a safe and efficient operation of the District's drainage infrastructure and Phase II water quality programs.

Job Description:

Specialist is to perform repairs and maintenance on the drainage system and to oversee construction projects if the need arises. Must be capable of safely and skillfully operating department equipment, tools, machines, and vehicles (including but not limited to towing a trailer, confined space entry equipment, gas-driven pumps, excavator, forklift, bobcat, power tools, and mowers).

Will address Phase II water quality program requirements (including but not limited to illicit discharge detection and elimination, visual inspections, outreach programs, newsletters, BMP training, audits, and reporting data). Assist District customers with issues and concerns, provide information as needed, and inspect drainage problem areas. Also responsible for perform other related essential and non-essential functions as needed.

General Knowledge:

Specialist should possess general knowledge of stormwater drainage systems and drainage infrastructures, Phase II water quality program, MS4 requirements, information related to chemicals used in job functions- testing, application, storage, and safety procedures. Must also be willing to learn department policies, procedures, practices, guidelines, methods, safety equipment and procedures relating to job functions.

Skills:

Specialist should possess specific skills to perform the job efficiently; read and follow maps, read gauges, collect samples and perform water tests, ability to read, write, comprehend and act upon written and oral instructions and to perform duties- following policies, procedures, and guidelines pertaining to assigned duties. Must be able to effectively communicate with supervisors, and co-workers, and be able to interact appropriately with everyone. Must be willing to work independently or as a member of the team. Also must have the ability to use computer programs efficiently (emails, word processing, excel, and online GIS mapping)

Working Environment:

Specialist will be required to work inside as well as outside on a daily basis and may be exposed to environmental hazards that includes but are not limited to: extreme hot and cold weather, noise, vibrations, fumes, odors, dusts, mists, and gases. All employees are required to wear/use the following safety equipment at times in the performance of duties: glasses, hard hats, gloves, ear plugs, safety belts, and others useful safety items.