



**LOUISVILLE METROPOLITAN SEWER DISTRICT  
invites applications for the position of:**

## **MS4 Program Manager / Grade 21**

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<b>SALARY:</b>	\$35.79 - \$56.37 Hourly \$74,443.20 - \$117,249.60 Annually
<b>OPENING DATE:</b>	06/29/18
<b>CLOSING DATE:</b>	07/13/18 11:59 PM

### **JOB SUMMARY:**

Position is responsible for overseeing implementation of the MS4 KPDES Permit (Permit) Compliance Program, including adaptive management and programmatic performance evaluation of the Permit activities outlined in the Stormwater Quality Management Plan (SWQMP) and the Green Infrastructure (GI) Program. Exercises functional area technical expertise, strategic problem-solving, and organizational impact awareness to develop, articulate and implement an overall vision and goals for program design and implementation. Provides technical expertise in the design and implementation of green infrastructure and water quality BMP solutions. Identifies gaps in program delivery and proactively troubleshooting across MS4 program functions/services to foresee and divert potential conflicts that may arise due to changing regulations, shifting external influences, and internal policies and procedures. Manages horizontally across the organization's functional areas to ensure that projects and programmatic efforts align with the overall Permit strategy, providing technical guidance and promoting collaboration among the Engineering and Operations Divisions managers. Ensures internal and external commitments of program resources are met through building collaborative working relationships with internal and external stakeholders, developing professional working relationships with Kentucky Division of Water and EPA staff, overseeing development and implementation of the required Permit elements, documenting Permit implementation and programmatic successes and submitting the annual Permit Compliance report. Develops, administers and accounts for program budget and expenditures. Manages program staff including assignment and prioritization of work plans, monitoring production progress, performing work product quality control, evaluating individual performance and administering disciplinary actions as necessary.

### **ESSENTIAL JOB FUNCTIONS:**

Oversees implementation of the MS4 KPDES Permit (Permit) Compliance Program, including adaptive management and programmatic performance evaluation of the Permit activities outlined in the Stormwater Quality Management Plan (SWQMP) and

the Green Infrastructure (GI) Program. Exercises functional area technical expertise, strategic problem solving, and organizational impact awareness to develop, articulate and implement an overall vision and goals for program design and implementation. Manages programmatic performance level expectations for Permit activities and GI Program and oversees development of corrective action strategies. Develops technical design requirements for the MSD Design Manual, Standard Drawings and Standard Specifications related to Permit requirements for internal and external use. Provides technical expertise in the design and implementation of green infrastructure and water quality BMP solutions. Coordinates groups of related projects/initiatives and ensures that cross-project and cross-program efforts realize expected outcomes, benefits and intent of the Permit. Recommends amendments to the MSD Wastewater Discharge Regulations that enhance the effectiveness of the MS4 Program and meet Permit requirements, including inspection and enforcement of long-term maintenance agreements for post-construction BMPs. Identifies gaps in program delivery and proactively troubleshoots across MS4 program functions/services to foresee and divert potential conflicts due to changing regulations, shifting external influences, and internal policies and procedures. Develops and submits the Storm Water Quality Management Plan to the Division of Water as an outline on meeting MS4 KPDES Permit requirements. Manages horizontally across the organization's functional areas to ensure that projects and programmatic efforts align with the overall Permit strategy, providing technical guidance and promoting collaboration. Ensures internal and external program resources commitments are met. Builds collaborative working relationships with internal and external stakeholders, including the Co-Permittee communities (Louisville Metro, Anchorage, Jeffersontown, Shively, and St. Matthews), regulators, Metro Agency Partners, sister agencies, community and environmental groups, business community and MSD staff. Reports and tracks Permit implementation and programmatic successes. Develops the Permit-required Annual Report for submission to the Kentucky Division of Water. Develops and administers the Qualified Post-Construction Inspector course. Develops and administers required training for MSD staff. Oversees development and implementation of the required Permit elements, including the Green Infrastructure program. Develops and builds professional working relationships with Kentucky Division of Water and EPA staff. Manages and coaches staff. Develops, oversees implementation of and monitors adherence to division/department production goals and work quality standards. Evaluates staff performance and assigns performance and production goals. Monitors progress and performs quality control on reports, submittals and projects and other assignments/work products. Delegates work and develops/prioritizes project/initiative work plans. Makes hiring, discipline and termination recommendations. Participates in program-wide succession planning efforts, along with managing development and implementation of staff Individual Development Plans. Implements and enforces organization-wide policies and procedures. Coaches and mentors staff in both technical/job function abilities and leadership/management abilities and provides appropriate professional development opportunities. Ensures staff receives required safety training, complies with and works in safe manner. Develops and oversees administration of the operating budget across all program functions. Supports the development of the annual MS4 services, Green Infrastructure and Environmental Data Collection Capital budget by understanding the 20-Year Comprehensive Facility Plan. Administers the annual Capital Budget for MS4 services by ensuring projects are properly assigned, begin on

time, and progress on schedule and budget. Monitors, approves and tracks operating and capital expenditures. Plans for additional needs and implements operating and project budgetary adjustments. Ensures staff compliance with department appropriate records management procedures to ensure compliance with the creation, receipt, classification, maintenance, storage, destruction and disposal of department records, documents and related information as required.

**KNOWLEDGE, SKILLS AND ABILITIES NECESSARY TO THE WORK:**

Knowledge of stormwater, wastewater, and flood protection principles and practices; knowledge of hydraulic and hydrologic modeling, including water quality data based models; knowledge of MSD procedures and methods; knowledge of the Clean Water Act and related regulations as they pertain to MSD; knowledge of relational database management and report development; knowledge of general management and supervisory techniques and principles; skill in facility decision-making, long-term planning, MS4 permitting trends, green infrastructure performance and BMPs, regulatory compliance, community engagement strategies, and engineering solutions development (including private and public stormwater facility and green infrastructure design and construction); skill in assessing water quality monitoring and modeling results; skill in analytical process development; skill in oral and written communication; skill in technical writing; skill in operating a PC and associated Windows environment software (e.g. Microsoft Office Suite); skill in exercising tact and diplomacy; ability to articulate and communicate program principals to the public; ability to exercise judgment and discretion; ability to research problems and initiate solutions; ability to gather, analyze and interpret data; ability to read engineering drawings; ability to maintain accurate records; ability to manage multiple priorities; ability to plan and organize work effectively; ability to supervise a diverse workforce; ability to work under heavy surges in workload and deadline pressure; ability to work 24 hour emergency response, various shifts and weekends; ability to be courteous and helpful under pressure.

**MINIMUM REQUIREMENTS:**

Bachelor degree in engineering (preferably civil or environmental) from an ABET-accredited engineering program; six or more years of related experience as a licensed professional engineer; an equivalent combination of education and experience may be substituted. Three or more years of supervisory experience. Must possess a Professional Engineer's License (KY PE License or ability to obtain through state reciprocity within 6 months). Must possess a valid driver's license. Must have safe work and driving habits.

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APPLICATIONS MAY BE FILED ONLINE AT: Position #PA18-078  
<http://www.louisvillemmsd.org> MS4 PROGRAM MANAGER / GRADE 21  
DH

700 W. Liberty Street  
Louisville, KY 40203

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## **MS4 Program Manager / Grade 21 Supplemental Questionnaire**

\* 1. Do you have a Bachelor's Degree in Engineering?

Yes    No

\* 2. Do you have a Professional Engineer's License?

Yes    No

\* 3. How many years of engineering experience do you have relevant to the areas of stormwater, wastewater and flood protection?

\* 4. Do you possess direct supervisory experience? If so, how many years?

\* Required Question