



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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March 5, 2018

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

### STORM WATER DIVISION MANAGER

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Under the direction of the City Engineer, the Storm Water Division Manager is responsible for the management of the Storm Water Management program and Storm Water system maintenance.

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#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Ensures proper management and control of the City's storm water collection system
  - 1.1 Assures proper pump station operations
  - 1.2 Assures regular cleaning and maintenance of storm water lines and storm drain inlet boxes
  - 1.3 Recommends repair/replacement of lines
  - 1.4 Schedules and completes or arranges repair/replacement of lines
  - 1.5 Maintains all records of new equipment installations and maintenance
  - 1.6 Completes required reports
2. Manages City's Storm Water program
  - 2.1 Oversees the management of the City's Storm Water Management Plan
  - 2.2 Assures that the City is in compliance with all requirements of its storm water permit
  - 2.3 Conducts required construction site inspections, dry weather screening, and any other inspections required by the City's storm water management plan and storm water permit.
  - 2.4 Conducts public outreach and training regarding storm water regulations and operations for City personnel and the general public.
3. Represents the City at the USWAC Committee meetings, Salt Lake County Storm Water Coalition meetings, and other meetings the promote responsible management of storm water.
4. Responds to emergency situations such as flooding or hazardous material spills
  - 4.1 Evaluates situation
  - 4.2 Proceeds with necessary response
5. Assists in the preparation of budgets for storm water operations
6. Supervises and provides general work direction
  - 6.1 Provides work assignments and changes such assignments as necessary
  - 6.2 Sets work schedules and approves schedule changes as necessary
  - 6.3 Ensures state and federal laws and regulations are met and maintained
  - 6.4 Monitors employee performance and conducts performance evaluations
  - 6.5 Initiates corrective or disciplinary actions

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#### MINIMUM QUALIFICATIONS

##### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent plus some specialized training in a closely related field, and two years of related experience, or any equivalent combination of related education and experience

- Must be a Registered Storm Water Inspector
- Must possess a valid state driver's license with CDL endorsement (including Tanker and Hazardous Materials endorsements) or have the ability to obtain one prior to employment

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of Environmental Protection Agency and applicable Federal and State government regulations pertaining to storm water management
2. Skill in operation and maintenance of pumps, motors, valves, channels, lift stations, storm water mains and laterals
3. Ability to log data, prepare reports; ability to communicate effectively, both verbally and in writing, with business operators, residential representatives, contractors, and regulatory government agencies; ability to supervise personnel and give clear work direction

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### **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands and arms to operate objects, tools or controls. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 10 pounds, and occasionally lift weights up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and the ability to adjust focus

The employee occasionally works near moving mechanical parts. The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Grade: 21**

**Salary: \$53,995 - 81,677 Typically hire at minimum**

**CLOSING DATE: Open until filled**

**CITY APPLICATION MUST BE COMPLETED**

**Application available on website at [www.sslc.com](http://www.sslc.com).**

**Email to [HR@sslc.com](mailto:HR@sslc.com) or fax to 801-412-3276, or apply in person at  
CITY OF SOUTH SALT LAKE, 220 E MORRIS AVE, 2ND FLOOR (2430 South)  
2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A BACKGROUND CHECK  
AND DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER. THIS ORGANIZATION USES E-VERIFY.**