

**Carroll Township  
JOB DESCRIPTION**

**TITLE: MS4 Coordinator**  
**DEPARTMENT: Administrative Office**  
**REPORTS TO: Secretary/Treasurer**

**GENERAL SUMMARY:** The MS4 Coordinator will be responsible for the development, implementation, and coordination of all aspects of the Carroll Township Municipal Separate Storm Sewer System (MS4) Program under the Pennsylvania Stormwater Management Program. Also responsible for ensuring compliance with the Township's NPDES Permit for Stormwater Discharges and the Chesapeake Bay Pollutant Reduction Plan. The MS4 Coordinator shall adhere to the Environmental Protection Agency's Minimum Control Measures (MCM) including Public Education; Public Involvement; Illicit Discharge Detection & Elimination; Construction; Post-Construction; Pollutant Prevention and Good Housekeeping.

**DUTIES AND RESPONSIBILITIES:**

1. Coordinates implementation of the Watershed Plan and NPDES Municipal Separate Storm Sewer System (MS4) Permit Program.
2. Ensures the protection of Township Interests as they relate to current applicable Watershed Implementation Plan and MS4 water quality improvement projects, including stream restoration, wetland creation, and stormwater management of low impact development projects.
3. Develops protocol and maintains organized records to document and track compliance with all MS4 requirements.
4. Creates and manages a database for the documentation of requirements and information necessary in the completion of mandated reports.
5. Coordinates and completes all required reports and plans for the MS4 Annual Report and the Chesapeake Bay Pollutant Reduction Plan (CBPRP).
6. Provides educational materials related to MS4 for the Township website and newsletters. Develops and implements written training plans and training schedules; provides for Township wide training to ensure MS4 compliance.
7. Identifies grant opportunities and prepares grant applications; assists with the administration of grant funding as needed.
8. Identify and lead or participate in Public Education and Involvement opportunities.
9. Creates and maintains mapping records identifying location of inlets, outfalls and other MS4 features.
10. Holds regular meetings with staff to prioritize actions, leads implementation tasks, maintains focus on priorities, and reports progress.
11. Presents regular updates to the Board of Supervisors regarding the status of the Township's MS4 program.
12. Monitors Regulatory issues, keeps staff informed in regard to new legislation, Total Maximum Daily Loads (TMDL), changes in regulations, etc.
13. Take complaints and questions from residents, contractors and developers, meeting with them as needed, regarding MS4 related issues.
14. Assists with performing site visits, water sampling, evaluation of pollutants and determining their source; conducts enforcement action for non-compliance offenders.

15. Performs necessary plan reviews; coordinates the construction and implementation of Township projects to ensure MS4 Compliance.
16. Performs routine inspections of all storm water facilities within the MS4 area.
17. Coordinate and document compliance activities to bring residents and businesses into compliance with the program as well as specific operation and maintenance requirements.
18. Prepare compliance action letters and notice of violation letters as necessary to provide for compliance with the MS4 Program.
19. Keeps clear and accurate records of all MS4 related activities.
20. Attend meetings as needed regarding matters of MS4.
21. Perform other tasks as assigned.

**Job Specifications:**

**Minimum Acceptable Training and Experience:**

1. High school graduate or equivalent.
2. Associate Degree or Trade College degree in Natural or Physical Sciences such as Environmental Sciences, Engineering/Architecture, Biology, Ecology, or a related field. Demonstrated experience in a same or related field may be considered in lieu of a degree.
3. Familiar with General Permit for Stormwater Discharges from Municipal Separate Stormwater Systems (MS4), water quality regulations / Total Maximum Daily Load (TMDL) requirements and local municipal ordinances.
4. Thorough knowledge of stormwater processes and water quality with a minimum of two (2) years' experience working in the field to include experience with municipal operations and natural resource management.
5. Thorough knowledge of the requirements of NPDES General Permit for Stormwater Discharges for MS4 including project management and compliance initiatives.
6. Periodic attendance at continuing education workshops and seminars regarding stormwater and MS4 requirements and related subjects leading to additional knowledge and certifications.

**Required Knowledge, Skills, and Abilities:**

1. Excellent oral and written communication skills.
2. Excellent interpersonal skills to work with residents, contractors, governmental officials, and others.
3. Ability to accurately interpret and apply applicable specification, plans, ordinances, and rules to field situations.
4. Ability to work in an independent manner with limited supervision with a high level of productivity.
5. Must be able to execute the policies and procedures of Carroll Township.
6. Ability to coordinate inspections and reviews with other governmental, private, or regulatory agencies.
7. Considerable knowledge (or demonstrated ability to learn) applicable municipal ordinances and regulations.
8. Ability to use sound judgment to determine whether work conforms to law, plans, specifications, and/or ordinances.
9. Knowledge and proficiency in personal computers in a Windows operating system, and with Microsoft Office (Word, Excel, Outlook). Ability to operate general office equipment.

10. Willingness to implement and enforce Township MS4 Program requirements
11. Maintain a current and valid Pa. motor vehicle driver's license.

**Physical Requirements:**

1. Excellent hand and eye coordination, color distinction, and depth perception.
2. Ability to work in varying weather conditions for conducting inspections.
3. Must be able to lift, pull, push, and move maximum up to fifty (50) pounds.
4. May require climbing, kneeling, bending, and twisting while performing inspection duties.
5. Maintain physical condition to be licensed and safely operate Township vehicles.