

**Title:** Assistant Director of Public Works / MS4 Environmental Specialist  
**Department:** Administration  
**Supervisor:** Director, Public Works  
**Status:** Full Time  
**Salary Range:** mid to high \$40s

**Description of Position:**

The Assistant Director of Public Works / MS4 Environmental Specialist will be responsible for the development, implementation and coordination of all aspects of the Lower Swatara Township MS4 Program with respect to all six minimum control measures under the Pennsylvania Stormwater Management Program. Also responsible for ensuring compliance with the Township's NPDES General Permit for Stormwater Discharges and the Chesapeake Bay Pollutant Reduction Plan.

**Duties and Responsibilities:**

- Hours will primarily be Monday through Friday, 7:00 to 3:30, but may include evenings and weekends as requested
- Required to attend and present MS4 program updates at Board of Commissioners meetings.
- Thorough knowledge of stormwater processes and water quality
- Thorough knowledge of the requirements of NPDES General Permit for Stormwater Discharges
- Lead staff on MS4 initiatives
- Create long-term plans with attainable goals
- Coordinate regular trainings for Township staff
- Implementation of all required plans for minimum control measures
- Develop and implement public education, outreach, and involvement opportunities

- Performs site visits, outfall, bmp inspections, water sampling, evaluation of pollutants and determining their source; conducts enforcement actions for non-compliant offenders
- Performs plan reviews; coordinates the construction and implementation of Township projects to ensure MS4 compliance
- Researches, designs and implements projects such as riparian buffers, rain gardens, etc as a means of addressing requirements of pollution prevention and good housekeeping
- Work with the general public and outside organizations, including but not limited to; Penn State Extension, Chesapeake Bay Foundation, Manada Conservancy, and others
- Produce MS4 educational materials for Township newsletter and website
- Research full range of funding opportunities available to support implementation of the minimum control measures
- Prepare grant applications, manage grants and other funding sources, including record keeping
- Maintain organized records to document and track compliance with all MS4 requirements and to prepare complete periodic reports including annual MS4 reporting
- Maintain Township plantings and restoration projects, including but not limited to; buffers, rain gardens, tree plantings
- Other duties as assigned
- Assist the Director of Public Works as needed.

### **Job Requirements and Skills**

- Bachelor's degree in Environmental Planning, Science, or Engineering from an accredited college or university; direct experience with MS4 will also be considered in lieu of degree
- Management, leadership, and people skills
- Oral, written and computer communication skills

- Produce basic pamphlets, PowerPoint presentations, Word documents, and Excel worksheets
- Must submit to and pass a drug screening and background check per Township policy
- Current valid driver's license
- Organizational skills with respect to paperwork and digital filing systems

### **Physical Requirements**

- May require climbing, kneeling, bending, and twisting in order to perform inspection duties
- May require walking, standing, and sitting for extending periods of times
- Pushing, pulling or lifting equipment and supplies occasionally weighing up to 50 lbs.
- Maintenance of Township plantings may require use of garden tools, including but not limited to; weed eater, lawn mower, hedge trimmer, shovel, and sprayer

### **Working Conditions**

- Required to work both inside an office setting and outside performing field work, field inspections, and workshops
- Exposure to heat, sun, humidity, extreme cold, snow, rain, wind, sleet, hail, and other natural weather conditions
- Exposure to noise, dirt, grease, mechanical hazards, traffic hazards, dust, and insects

### **Applications**

Interested parties should email a cover letter and resume to Lester Lanman, Director of Public Works, Llanman@LowerSwatara.org, no later than Wednesday, March 6, at noon. Please note "Assistant Director PW / MS4" in subject line of this email.