



Job Description

Job Title:	Storm Water Specialist
Department:	Water Resources
Location:	Merrillville

POSITION SUMMARY

Butler, Fairman and Seufert (BF&S) is currently seeking a full-time Storm Water Specialist to perform a variety of duties including the interpretation, development, presentation, and documentation of a municipal storm water program. Knowledgeable on local ordinances and applicable state and federal regulations. Conduct, review, and prepare reporting documentation pertinent to municipal separate storm sewer system (MS4) permit compliance. Project Manager Capabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the development and management of storm water related programs
- Assist in the administration and implementation of client based programs
- Document required municipal permit data using the Operation MS4 program system
- Assist with construction site field inspections and review of storm water pollution prevention plans (SWPPP)
- Assist in the research, development and presentation of water quality educational materials and programs

EDUCATION and/or EXPERIENCE

- Minimum Bachelor's degree in Public Administration, Environmental Affairs, Natural Resource Protection, Regional Planning, Landscape Design, Civil Engineering, Construction Management or other Related Technical Studies.
- 2 years-experience in related field.
- Strong verbal communications skills and the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public are necessary.
- Excellent technical writing skills are essential, with considerable time spent corresponding with clients via e-mail.
- A strong understanding of NPDES Clean Water Rules and Regulations
- Ability to apply common sense understanding to carry out instructions

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is sometimes outdoors and some physical exertion may be necessary.

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