



MS4 Coordinator

The Lehigh County Conservation District is hiring for a full-time **Municipal Separate Storm Sewer System (MS4) Coordinator**. To support the District's mission of protecting, conserving, and providing leadership for the sustainability of Lehigh County's natural resources, the MS4 Coordinator will focus primarily on the development, implementation, and coordination of all aspects of the Lehigh County's Municipal Separate Storm Sewer System NPDES permit. The MS4 Coordinator shall adhere to the PA DEP Minimum Control Measures (MCM) including Public Outreach, Public Participation, Illicit Discharge Detection & Elimination; Construction Runoff Management; Post Construction Stormwater Management; and Pollution Prevention & Good Housekeeping. A position in this class reports directly to the Assistant District Manager.

Position Duties and Responsibilities:

- Coordinates implementation of the County's MS4 program plan.
- Prepares and submits to DEP MS4 permit renewal applications.
- Prepares and submits to DEP annual MS4 progress reports.
- Annually review and update the County's MS4 program plan.
- Develop protocols and maintains organized records to document and tract compliance with all MCMs and MS4 permit requirements.
- Performs inspections of county owned Post-Construction Stormwater Management (PCSM) Best Management Practices (BMPs).
- Develop and maintain written training plans and training schedules; provided training to both County staff and municipal staff as directed.
- Assists in moderating MS4 roundtables, training seminars or workshops; prepares and presents informational and educational programs.
- Attend municipal meetings as needed; function as a liaison between the Counties' municipalities and the LCCD/Lehigh County regarding the MS4 program, this often involves daytime as well as evening meetings – a flexible work schedule will be needed to accommodate this job duty.
- Develop educational materials related to MS4 for the District's newsletter and website
- Performs annual inspections of county owned facilities.
- Performs annual inspections of county owned outfalls.

- Maintain and update the County's MS4 GIS mapping files.
- Work with other District programs as needed to achieve common goals.
- Performs other related work as required.

Minimum Qualifications:

- Bachelor's Degree in Natural Resource Management, Environmental Science, Geography, Engineering Technology or related field
- 1-2 years of related experience desired, including environmental regulatory compliance, soil erosion and sediment control, or stormwater management experience
- Any equivalent combination of acceptable training and experience which has provided the knowledge, skills, and abilities needed to complete job duties

Desired Skills, Knowledge, and Abilities:

- Knowledge of soil and water conservation issues.
- Knowledge of environmental rules and regulations commonly found at the federal, state and local levels related to land and water conservation.
- Ability to coordinate plans, activities and operations with those of federal, state and local agencies.
- Strong writing skills are needed for creating inspection reports and official correspondence.
- Technological skills and familiarity with common office software.
- Mathematical abilities including knowledge of algebra, geometry, and trigonometry.
- Ability to apply the principles and methods of the physical sciences to technical engineering problems.
- Ability to read and interpret technical literature, engineering plans and tables.
- Ability to communicate effectively, both orally and in writing, while maintaining a professional demeanor.
- Ability to traverse difficult terrain and active construction sites.
- Ability to work outdoors in a variety of seasons and weather conditions.
- Maintain a valid PA driver's license.

Compensation Overview:

The District's compensation plan includes medical, dental and life insurance policies, paid vacation, sick leave and employer contribution to retirement plans, as well as training and development programs.

Lehigh County Conservation District is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief.

Deadline for submittal of applications is: **December 16th, 2022**

Interested candidates may submit letters of interest, resumes and salary requirements to Kevin Frederick at the Lehigh County Conservation District,
kfrederick@lehighconservation.org