

Stormwater, Projects, and Grants Coordinator

JOB POSTING

The Borough of Mount Joy is accepting applications for the position of Stormwater, Projects, and Grants Coordinator. This position, under the general supervision of the Borough Manager, will direct the management, and organization of strategic planning throughout the Borough. The position will supervise the stormwater management program of the Borough. Work requires exercise of considerable professional judgment and initiative within the framework of established regulations, policies, and strategic plan. Provide administrative direction and perform inspections as needed, to enforce the provisions of the Borough stormwater management code, state, and federal regulations. Employee will work 40 hours per week as an exempt employee, with the expectation of attending meetings outside the regularly scheduled work hours.

This is a fulltime permanent position. Benefits include health insurance, retirement, paid vacation, holidays, 457 Plan and more.

The position will remain open until it is filled by a qualified applicant. Applications can be obtained at the Borough Office, 21 East Main Street, Mount Joy, (717)-653-2300 or on the Borough Website: www.mountjoyborough.com .

Please submit applications (required) and resumes, to Mark Pugliese, Borough Manager by hard copy or email to dnissley@mountjoypa.org

MOUNT JOY BOROUGH
JOB DESCRIPTION

TITLE: Stormwater, Projects, and Grants Coordinator
DEPARTMENT: Administration

GENERAL SUMMARY: This position, under the general supervision of the Borough Manager, will direct the management, and organization of strategic planning throughout the Borough. The position will supervise the stormwater management program of the Borough. Work requires exercise of considerable professional judgment and initiative within the framework of established regulations, policies, and strategic plan. Provide administrative direction and perform inspections as needed, to enforce the provisions of the Borough stormwater management code, state, and federal regulations

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Serve as Stormwater Management Coordinator; administer, examine, and review Stormwater Management permit applications or requests for exemption in accordance with the Mount Joy Borough Code, Chapter 226, Stormwater Management.
 - a. Review proposals submitted for development; provide comments and meet with parties to discuss provisions of Mount Joy Borough Code, Chapter 226, Stormwater Management as well as MS4 requirements and methods for controlling stormwater.
 - b. Issue notifications regarding Mount Joy Borough Code, Chapter 226, Stormwater Management and MS4 requirements where violations are observed.
 - c. Conduct inspections, take pictures and prepare documentation at point of storm water ingress and egress; keep records of applications, permits, and of enforcement orders. Prepare monthly, annual, and other reports of inspections and maintenance.
 - d. Address complaints received from the public; discuss violations with landowners, their representatives, and other interested parties.
 - e. Pursue non-compliant parties; consult with solicitor regarding right of way and other legal matters; provide notices of anticipated Borough action to non-compliant party; attempt to resolve matter with landowner.
 - f. Maintain current knowledge of rules, regulations and requirements of various regulatory agencies that govern stormwater management.
 - g. Administer storm water management plan; receive inquiries, provide information; work with applicant, borough engineer, and solicitor to ensure complete information to planning commission on storm water applications; review proposed storm water management plan for compliance with codes, track projects, review and communicate progress.
 - h. Participate in meetings, seminars, and webinars to maintain current, up to date knowledge of regulations and stormwater management practices.

2. Coordinate the development of vision and strategic planning for the future of the Borough by working with all Borough departments, Public Works, Parks, Codes and Zoning, and the community at large, to coordinate, plan and develop projects.
 - a. Assist with the development and implementation of Borough goals, objectives, and priorities.
 - b. Assist with budget development.

- c. Monitor current legislation related to areas of responsibility and develop reports and present findings.
 - d. Collaborate with utility agencies, contractors, and other entities within planning/construction projects as needed.
 - e. Provide staff support to Council, boards, and Committees.
 - f. Interpreting and enforcing provisions of applicable codes and ordinances
3. Identify and apply for various grants that meet the organization's needs, overseeing the grant application process from beginning to end.
 - a. Research various types of grants available and the criteria to qualify for each
 - b. Review available sources of funding with administrative managers.
 - c. Compile necessary information for the application process through collaboration with other employees, database research, and other factfinding actions and meetings.
 - d. Draft and completes grant applications according to application requirements.
 - e. Ensure grant is submitted on time and within application parameters.
 - f. Complete all documents, forms, or reports required by the grant.
 4. Serve as liaison for the Borough with a variety of regional and local boards, commissions, other County departments, other government organizations, as delegated.
 5. Develop projects and initiatives to assist Borough with storm water management, i.e., develop and update interactive GIS map. Manage, monitor, and update GIS program.
 6. Perform administrative support duties:
 - a. Organize files.
 - b. Prepare inspection reports.
 - c. Prepare reports for Borough Council and Council Committee's
 - d. Respond to phone calls.
 - e. Research DEP/EPA/MS4 issues.
 - f. Prepare annual MS4 Progress reports.
 - g. Assist with maintaining Pavement Maintenance Plan and update as needed.
 - h. Assist with preparation and maintenance of Capital Expenditures Plan.
 7. Attendance at meetings outside of regularly scheduled work hours

JOB SPECIFICATIONS:

*Indicates developed after employment

Education/Employment:

Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of high school diploma, GED or the equivalent and five years' experience or the equivalent in education and experience.

Knowledge:

- Comprehensive knowledge of the principles and practices of stormwater management

design, construction, repair, maintenance, and best management practices; public administration, including public relations, communication.

- Comprehensive knowledge of the Mount Joy Borough Code, Chapter 226, Stormwater Management, and related Borough, State and Federal regulations including MS4.
- Thorough knowledge of MS Office and GIS software applications.
- Thorough knowledge of interpretation of plans, specifications, and other technical materials.
- Thorough knowledge of project management principles and practices.
- Thorough knowledge of geographical features of Mount Joy Borough.*
- Thorough knowledge of inspection practices and procedures.
- Advanced knowledge of grant writing.

Skill:

- Computer operation
- Excellent verbal and writing skills

Abilities:

- Ability to communicate effectively to explain complex regulations in basic terms.
- Ability to perform advanced mathematical calculations.
- Ability to write effective communications to explain reasons for acceptance or denial of requests.
- Ability to interpret various codes and make practical applications in an even handed, consistent manner.
- Ability to resolve concerns from the public through proper investigation, mediation, and action to correct problem.
- Ability to interpret plans and various technical materials.
- Ability to present facts and arguments in a clear and convincing fashion.
- Ability to develop and maintain effective working relationships with engineers, borough staff, local developers, landowners, and the general public.
- Ability to resolve conflicts in a tactful and diplomatic fashion.
- Ability to prepare and maintain accurate records.
- Ability to train and develop other staff using effective communication and people skills.

Working Conditions:

Portions of work are performed in normal but busy office environment where frequent interruptions may occur. Portions of work performed alone. Travel to various locations throughout the Borough is required. Work occasionally involves responding to angry, frustrated or upset individuals. Work is occasionally performed around hazardous machinery and can involve some threat to personal safety if safety standards are not observed. Attendance at evening meetings may occasionally be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTS TO: Borough Manager
FLSA STATUS: Exempt
DATE: March 7



**BOROUGH OF MOUNT JOY
MOUNT JOY BOROUGH AUTHORITY
APPLICATION FOR EMPLOYMENT**



An equal opportunity employer

LAST NAME

FIRST

MIDDLE INITIAL

PRESENT ADDRESS (STREET, CITY, STATE, ZIP)

PHONE NUMBER (DAY)

(EVENING)

POSITION OR TYPE OF WORK FOR WHICH YOU ARE APPLYING: _____

CHECK PREFERRED STATUS: Full-time Part-time Seasonal No Preference Other: _____

DATE AVAILABLE TO START: _____

Are you over the age of 18? yes no If no, state your age: _____

Are you willing to work overtime, if necessary? yes no

Can you perform the essential duties of the job for which you are applying, with or without reasonable accommodation?
 yes no

Have you ever been convicted of a crime other than a minor traffic offense or are there charges presently pending against you for any crime other than a minor traffic offense? If yes, state the nature of the offense, date, city and state:

Disclosure of a criminal record will not necessarily disqualify you for employment consideration. Each offense will be evaluated on its own merit with consideration for job duties which you will be performing.

During the past ten years have you ever been involved in any work-related incident(s) which caused damage to facilities, equipment, property, or other persons? yes no

Do you have the legal right to work in the United States? yes no

RECORD OF EDUCATION
(LIST SCHOOLS FROM WHICH YOU OBTAINED A DEGREE OR CERTIFICATION)

SCHOOL NAME	LOCATION	COURSE OF STUDY	DATES	DEGREE/CERT.
High School				
College				
Graduate				

RECORD OF PREVIOUS EMPLOYMENT

(PROVIDE INFORMATION ON THE PREVIOUS 10 YEARS OF EMPLOYMENT. INCLUDE MILITARY SERVICE.)

PRESENT EMPLOYER		POSITION(S) AND / OR DUTIES PERFORMED
Name:	From:	
Street Address:	To:	
City, State, Zip:	Starting salary:	
Supervisor:	Ending salary:	
Phone Number:	Reason for leaving:	

DOES YOUR PRESENT EMPLOYER KNOW YOU ARE SEEKING EMPLOYMENT ELSEWHERE? ___ YES ___ NO

MAY WE CONTACT YOUR PRESENT EMPLOYER? ___ YES ___ NO

PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

NEXT PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

NEXT PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:	From:		
Street Address:	To:		
City, State, Zip:	Starting salary:		
Supervisor:	Ending salary:		
Phone Number:	Reason for leaving:		

NEXT PREVIOUS EMPLOYER		MONTH / YEAR	POSITION(S) HELD AND DUTIES PERFORMED
Name:		From:	
Street Address:		To:	
		Starting salary:	
City, State, Zip:		Ending salary:	Reason for leaving:
Supervisor:	Phone Number:		

If you are applying for a clerical position, indicate:		
Typing speed: _____	Computer operation: Yes: _____ No: _____	Kind:
Word processing:	Yes: _____ No: _____	Kind:
Spreadsheet:	Yes: _____ No: _____	Kind:

If you are applying for a Public Works or Authority (Water/Sewer/Construction Department or Assistant Authority Manager position, indicate:		
Do you possess a Commercial Driver's License (CDL)? ___ yes ___ no		
State:	Operator's number:	Expiration Date:
Has your Driver's License been suspended or revoked in the last 5 years? ___ yes ___no		
If yes, please explain:		
Please indicate most recent moving violation:		
Date:	Violation:	State of incident:

List specialized training courses or on-the-job training you have received:		
What type?	Who provided training?	Dates of training?
Location?		

The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, discharge from employment. I authorize the Borough/Authority to verify and investigate, at its discretion, the information contained herein and make such further investigation as it deems proper with respect to my employment history, work habits, job performance, and educational background, whether same is of written record or not; and I authorize my employers to furnish such information and release them from any damage on account of furnishing such information. I agree that a photocopy of this signed application shall have the effect of an original.

_____ (Date) _____ (Applicant's Signature)

FOR PERSONNEL DEPARTMENT USE ONLY

Interviewed? ___ Yes ___ No Hired? ___ Yes ___ No Date of Hire: _____

Job Title: _____ Hourly Rate/Salary: _____ Department: _____

Remarks: _____
