

PROGRAM COORDINATOR TRAINEE-SUSTAINABILITY

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for working with the Sustainability Coordinator to develop, coordinate and implement regional water quality and energy infrastructure planning programs pertaining to stormwater runoff, watershed and sewer shed management plans. The incumbent assists municipalities with State designated Municipal Separate Storm Sewer Systems (MS4s) and provides technical services and guidance to those with environmental programs in clean water practices and GHG emission reductions. This may include capacity building, geographic system (GIS) assistance, grant-writing, public engagement, coordination of training programs and general regional infrastructure planning. Work is performed under the general supervision of the Director of Southern Tier 8, with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Learns to develop the annual Broome Tioga Stormwater Coalition (BTSC) Outreach coordination & host and participate in community engagement events (including maintaining social media platforms, newsletters for funding, best practices, etc) to ensure compliance with DEC's general MS4 toolbox for stormwater permits;
- Learns to maintain the BTSC geospatial database/dashboard, develop annual maintenance plan with the Sustainability Coordinator, in-line with the annual budget, and map annual updates or secure expertise as necessary to ensure compliance with DEC's general MS4 toolbox for stormwater permits;
- Learns to update the Annual Good Housekeeping Municipal Notebooks and best practices for meeting NYSDEC Permit requirements and Directory of local, state and federal contacts;
- Assist the Regional Board Staff and NYS DEC with special requests;
- Assist in NYS DEC Climate Smart Communities Program with research and outreach for community engagement (may include newsletters, social media, events);
- Assist Program Coordinator-Sustainability with Energy Infrastructure Planning and Technical Assistance as requested;
- Learns to provide technical assistance and coordination to BTSC and member counties as requested;
- Learns to document and retain spatial and non-spatial records regarding all stormwater permit compliance activities;
- Learns to prepare and submit the organization's and BTSC's funding requests and compliance reports to DEC;

PROGRAM COORDINAOTR TRAINEE-SUSTAINABILITY

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Learns to develop and implement appropriate public involvement/participation activities and measurable goals to help ensure the reduction of pollutants of concern in stormwater discharges;

Learns to assist the organization with special DEC water quality requests;

Learns to assist DEC with source water protection planning activities across the region;

Learns to assist DEC with clean energy infrastructure planning and providing technical assistance for grant writing and alignment of resources.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the principles, practices, methods and techniques of stormwater management and geographic information systems (GIS);

Working knowledge of local, state and federal rules and regulations relative to stormwater control activities;

Working knowledge of permit requirements regarding stormwater control;

Working knowledge of sources of information regarding pending changes in stormwater legislation requirements;

Ability to develop, coordinate and implement a stormwater and/or water quality improvement program;

Ability to prepare education and outreach materials;

Ability to educate and inform the public regarding stormwater control activities;

Ability to establish and maintain effective working relationships with municipal personnel, professional staff and public officials;

Ability to prepare and maintain a variety of reports;

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Studies, Geology, Hydrogeology, Planning, GIS, or closely related field.