



# San Antonio River Authority Job Description

## Urban Stormwater Planner

<b>DEPARTMENT:</b> Environmental Sciences	<b>LABOR GRADE:</b> 125
<b>EXEMPT(Y/N):</b> Yes	<b>POSITION CODE:</b> 111132000
<b>REPORTS TO:</b> Senior Stormwater Supervisor	

### MEETING PERFORMANCE EXPECTATIONS

*To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### SUMMARY:

**Responsible for assignments that require the technical ability in the field of landscape architecture and in support of the River Authority's Stormwater function.**

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Conducts urban planning assessments with a focus on watershed sustainability and stormwater management related to a number of disciplines including place making, climate impacts, and cost/benefit.
- Develops stormwater master plans balancing water quality, flood control, and trash management.
- Reviews land use designations and zoning requirements to make recommendations for future development areas.
- Ensures proper design and development of stormwater Best Management Practices (BMPs) including Low Impact Development (LID); creates and reviews plan sets and conducts site visits and inspections to confirm sound BMP design, construction, and maintenance.
- Performs analytical and technical support functions for programs and projects related to stormwater.
- Helps compile and/or monitors data pertaining to stormwater, performs and analyzes data and identifies trends, prepares reports, and maintains records as required.

- Reviews and inspects contractor’s work for conformance with San Antonio River Basin LID Design Guidance Manual, contract documents, master plans, and other applicable documents to achieve improved results in the larger watershed.
- Collaborates with River Authority and external engineers in stormwater project-related review and coordination of construction document regulations including shop drawing review and preparation of field changes, change orders, and pay estimates.
- Serves as liaison to outside agencies, community groups, and other stakeholders on stormwater and urban planning matters, including participating in or leading charities.
- Manages assigned projects, including but not limited to, budget preparation, proper utilization of resources, project management, reporting, and public relations coordination.
- Anticipates and addresses the client’s needs by keeping them informed of progress and issues in order to manage expectations on all project requirements and deliverables.
- Maintains stormwater related databases and spreadsheets.
- Documents all work, gathers data, and prepares reports for internal and local approval.
- Oversees the work of Environmental Sciences Department interns and others who assist in specific assignments as required.
- All other duties as assigned.

**The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.**

**QUALIFICATION REQUIREMENTS:**

*The requirements listed below are representative of the knowledge, skill and/or ability required to successfully perform the essential functions of this position.*

**SUPERVISORY REQUIREMENT:**

This position does not directly supervise any employees.

**EDUCATION and/or EXPERIENCE:**

An Undergraduate degree from an accredited college or university in Urban Planning, Landscape Architecture, Sustainability, Environmental Science or a relevant discipline and four (4) years of progressively responsible experience; or a combination of experience and education that results in the required knowledge, skills, and abilities is required.

**SPECIAL QUALIFICATIONS:**

A thorough knowledge of principles and practices applied to environmental processes and watershed function, urban planning, stormwater management, stormwater design, modeling, construction, and maintenance of stormwater BMPs; knowledge of the application of data processing as it applies to the development of data and the development of effective solutions in order to prepare technical reports; ability to plan, direct, and accomplish complex urban planning and BMP design projects concurrently; competency in GIS and GPS; competency preferred in AutoCase, Sketch-Up, Land F/X, and XP Drainage; proficiency in the current Microsoft Office package is required; experience collaborating on urban planning and/or LID projects with municipal staff required.

Must have and maintain a valid driver's license and an insurable driving record.

#### **LANGUAGE AND REASONING SKILLS:**

Ability to understand written or oral instructions; read, analyze, and interpret documents, instruction manuals, and policies and procedures is essential. Excellent communication skills (both oral and written) are required to effectively present information in a one-on-one, small or large group setting. Strong interpersonal skills are essential to maintain effective working relationships with elected officials, agency representatives, civic groups, employees, and members of the general public. The ability to work effectively and efficiently, under sometimes stressful conditions, to ensure deadlines are met is essential.

#### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Work is largely sedentary; must be able to sit and stand for extended periods of time and intermittently walk, climb, balance, bend, crouch, and reach while performing office duties. Regularly and safely lifts, carries, and handles supplies and equipment weighing at least 40 pounds. Occasionally lifts and carries up to 50 pounds approximately 15 feet.

#### **WORKING ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Work is typically performed in a well-lit and adequately heated and ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. Occasionally works outdoors, sometimes in adverse weather, and is exposed to such typical hazards of outdoor work as poison ivy, wasps, snakes, and other natural and mechanical hazards.

The stress level for this position is moderate and the workload occasionally requires this position to work non-traditional hours. Must be able to perform in a small but highly professional team oriented environment.

Must be able to function in a principle based organization that has a culture built on character and SARA Core Values of Stewardship, Integrity, and Excellence.

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