



# EMPLOYMENT NOTICE

**The City of Manor is seeking a qualified applicant for the position of Municipal Stormwater Inspector (MS4).**

Assists with coordinating stormwater activities for the City's stormwater system division. Under direct supervision of the Public Works Superintendent, the Inspector monitors provisions of the City's MS4 permit, prepares reports for submittal to regulatory agencies, and provides training programs for areas of responsibility.

## **Essential Functions:**

**NOTE: Regular attendance is considered an Essential Function for this position**

*Essential Functions may include, but are not limited to, the following:*

- Assist with implementation of the City's MS4 program.
- Gather information for annual reports submitted to TCEQ regarding the MS4 program.
- Maintain files and records for all EPA and TCEQ inspections and audits; responds to EPA/TCEQ notices regarding inspections and audit activities; helps facilitate the timely correction of deficiencies as required.
- Conducts field investigations/inspections related to construction inspections, discharge detection, elimination investigations, facilities inspections, and other duties identified by the Storm Water Management Plan.
- Post construction BMP inspections and follow up inspections.
- Maintain BMP inspection reports.
- Maintain MS4 public education, outreach, and involvement requirements.
- Develops new and updated stormwater outreach materials such as PSA's, brochures, website content, etc.
- Responds to public inquiries, concerns, and complaints regarding stormwater system matters.
- Responds to emergency situations as required.
- Other duties as assigned.

## **Working Conditions:**

The work condition characteristics described here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Most work occurs outdoors in extreme temperatures, including heat, cold, temperature swings, and inclement weather. Subject to sunburn and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise is routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise, and risk of electric shock. They may be exposed to falls from elevated areas.

- Exposure to herbicides, pesticides, and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes, and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergencies, some weekends, holidays, and some after-hours. Attendance is usually required at City Council meetings, most of which occur after hours.
- Work requires travel to purchase supplies or parts or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including weekends, holidays, and some after-hours work or overtime work in response to emergencies or repairs.

**Education/Experience Required:**

- High School diploma/GED required.
- Two (2) years of drainage experience or a related field; a combination of training, education, and experience that provides the required knowledge, skills, and abilities.
- Obtain an MS4 Compliance and Enforcement Certification in the first six (1) years of employment.
- A class B Commercial Driver License is required within the first six (1) year of employment.
- Obtain a Construction Inspection Certification within one (1) year of employment.

**Other Requirements:**

- Valid Texas Class C Driver License with a satisfactory driving record, as defined by City policy.
- Proof of citizenship and eligibility to legally work in the United States.
- Must submit to and pass a pre-employment drug test and non-DOT physical.
- Bilingual preferred.

**Department: Public Works**

**Location: Manor, Texas**

**Job Status: Full-Time**

**Hourly Rate: \$29.37- \$31.62**

**Schedule: Monday- Friday 8:00 a.m. – 5:00 p.m.**

**Job Close Date: Open until filled**

For a complete job description, please get in touch with the City of Manor Human Resources Department at (512) 272-5555.

All applicants must complete an employment application and submit it to the Human Resources Department at 105 E. Eggleston St.; by mail at P.O. Box 387, Manor, Texas 78653; by fax at 512-272-8636; via email at [jobs@cityofmanor.org](mailto:jobs@cityofmanor.org).

The City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**