



WEST MANCHESTER TOWNSHIP
JOB DESCRIPTION

Department: Zoning & Codes
FLSA: Full-Time, Hourly
Salary Range: To Be Determined

Job Title: MS4 Planner
Reports To: Zoning Officer
Date: March 2025

General Definition of Work for the MS4 Planner

This position will be responsible for on-site stormwater best management practice (BMP) inspections, documentation and recording of maintenance performed by public works employees and preparation of annual Municipal Separate Storm Sewer System (MS4) reports to DEP. This position performs a variety of work tasks such as manual labor, clerical office work, site inspection, and requires interaction with the general public, public works personnel, regulatory officials and office staff. The position is under general supervision of the Zoning Officer, and requires close coordination with the Township Engineer and other Township officials. This position requires a methodical and organized person able to speak and write English fluently.

DUTIES :

All tasks and duties must be closely documented and organized. It may require any or all of the following:

- Inspecting and photographing of new stormwater management BMPs during construction.
- Tri-annual inspection of all regulated stormwater discharge points.
- Routine inspection of BMPs and stormwater management facilities within the Township borders.
- Supervision and documentation of street sweeping, inlet cleaning, and miscellaneous other jobs performed by the public works department.
- Preparation of documents, forms, reports, and mapping as may be required for DEP compliance.
- Educational instruction of Township staff and public works personnel.
- Occasional mapping of storm basin watersheds, outfalls and BMPs throughout the Township.
- The stormwater inspector also oversee the investigation and documentation of illicit discharges to the streams or storm sewers and other stormwater BMP's.
- Monitor and maintain a working knowledge of state and federal laws pertaining to MS4s and court case precedent decisions having potential impact on stormwater ordinance and associated administration.
- Serve on environmental advisory committees as assigned.
- Recognition of the need and performance of other duties.
- Occasional work with other departments as needed and/or duties allow.
- Other related duties as needed.

SUPERVISORY RESPONSIBILITIES:

The position has no supervisory responsibilities

EDUCATION/EXPERIENCE:

Minimum Requirements: A high school diploma; Experience with Microsoft Office products (Excel, Word, Access, Powerpoint, Outlook, etc.); Driver's License; U.S. Citizenship or A Legal Work Permit.

Desirable: A bachelor's degree is preferred, but not required. A Certified Stormwater Manager certification; A background in environmental science; basic knowledge of GPS mapping and associated software; and the ability to read maps, plans and blueprints.

WORKING CONDITIONS:

Must submit to and pass a drug screening, physical and background check. Current valid PA driver's license. Must have the ability to operate a hand-held GPS, digital camera, and have adequate motor skills to conduct field inspections over rough terrain. Fluency with writing and speaking English is also necessary.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short-term basis to provide job enrichment opportunities or to address emergency situations. The position shall be appointed by and serve at the pleasure of the Board of Supervisors.