EDWARD M. BIRN
Director (Direktot)
BERNADINE C. GINES
Deputy Director (Sigundo Direktot)

DEPARTMENT OF ADMINISTRATION
DIPATTAMENTON ATMENESTRASION
HUMAN RESOURCES DIVISION
(Dibision Inadilanto yan Guinaha Para Taotao)
Telephone (*Telifon*): (671) 475-1288/1103 • Fax (*Faks*): (671) 477-3671

LOURDES A. LEON GUERRERO
Governor (Maga'hâga)
JOSHUA F. TENORIO
Lt. Governor (Sigundo Maga'lâhi)

August 8, 2022

HRD NO.: 22-204

MEMORANDUM

To: Personnel Services Administrator, Human Resources Division

From: Personnel Specialist II, Classification and Pay Branch

Subject: **Creation of Position**
RE: Municipal Separate Storm Sewer System Program Coordinator

Buenas yan Håfa Adai! This memorandum is respectfully requesting approval to create and establish class specifications for the abovementioned position into the classified service. This is based on a request to create the position by the Department of Public Works (DPW), dated March 25, 2022.

DPW seeks to create the new position of Municipal Separate Storm Sewer System Program Coordinator (MS4), for the purpose of controlling pollutants as an authorized discharger of storm water runoff and non-storm water discharges from all outfalls of DPW's MS4, in accordance with the effluent limits, monitoring requirements, and other conditions set forth under National Pollutant Discharge Elimination System Permit No. GUS040001 (MS4 Permit).

As a result of the issuance of the MS4 Permit by the United States Environmental Agency (USEPA), DPW is mandated to develop, implement, and enforce a comprehensive Storm Water Management Program. This position is responsible for conducting environmental inspections of land-disturbing activities to comply with local, state, and federal laws and regulations; educate and involve the public on erosion and pollution prevention; and maintain reports and records pertaining to DPW's storm water management programs.

The creation of this position is vital for the safety and welfare of the general public, by developing, implementing, and coordinating all aspects of DPW's Municipal Separate Storm Sewer System program, including performing site inspections on commercial and residential projects, as required and ensuring compliance with DPW's various programs pertaining to storm water and non-storm water management.

The following is our recommended Hay Evaluation for the proposed positions:

POSITION TITLE	KNOW-HOW	PROBLEM SOLVING	ACCOUNTABILITY	TOTAL POINTS	PAY GRADE
Municipal Separate Storm Sewer System (MS4) Program Coordinator	E II 2 230	E 3 33% 76	E 2 C 100	406	N

Upon approval, this proposal will be posted on the Department of Administration's website for a period of 10 working days, with a copy of the established specifications to be forwarded to the requesting department to be posted on their website. After the 10-day period has expired, the proposed job specification will be sent to the Director, Department of Administration and the Governor for approval.

Your consideration of the above request is greatly appreciated. Should you have any questions, please do not hesitate to contact our Classification and Pay Branch at 475-1265 or 1123. *Dångkolo na Agradesimiento!*

ROSEZETTE N.T. SANTOS

☑ Approved

☐ Disapproved

SHANE G.L. NGATA,
Personnel Services Administrator,
Human Resources Division

Date: 08/11/22

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM COORDINATOR

NATURE OF WORK IN THIS CLASS:

This is an intermediate to highly skilled technical position responsible for the development, implementation, and coordination of all aspects of the Department of Public Works (DPW) Municipal Separate Storm Sewer System (MS4) program.

Employees in this class conduct environmental inspections of land-disturbing activities to comply with local, state and federal laws and regulations, educate and involve the public on erosion and pollution prevention, and prepare and maintain detailed reports and records pertaining to DPW's storm water management programs. Employees are responsible for ensuring compliance with DPW's Erosion and Sediment Control Program (ESCP), Storm Water Management Program (SWMP), and Total Maximum Daily Load (TDML) Action Plan.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Oversees the development and implementation of DPW's MS4 Program, Erosion and Sediment Control Program, Storm Water Management Program, the Guam Total Maximum Daily Load Action Plan, and GIS based storm water asset mapping.

Develop, implement and enforce a SWMP, to include management practice, control techniques; system, design, and engineering methods

Responds to and analyzes erosion, sediment, and storm water issues and assists in developing corrective action.

Performs site inspections on commercial and residential projects to ensure compliance with local, state and federal laws and regulations related to erosion and sediment control and storm water and non-storm water management; assists with performing water sampling, evaluation of pollutants and determining their source; conducts enforcement actions for non-compliant offenders.

Reviews and updates program statutes and regulations to ensure compliance with local and federal EPA requirements.

Develops protocol and maintains organized records to document and track compliance with all MS4 requirements.

Creates and manages a database for the documentation of requirements and information necessary in the completion of mandated reports.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) PROGRAM COORDINATOR

Coordinates and completes all required reports and plans for the MS4 annual report and the Guam TDML Action Plan and any other regulatory reports required.

Reviews and evaluates the effectiveness of programs and provide recommendations and/or implement changes needed in work operations, regulations or laws to meet program objectives to protect water quality and to satisfy the water quality requirements of the Clean Water Act.

Develops and implements written training plans and training schedules; provides for DPW wide training to ensure MS4 compliance.

Provides education materials related to MS4 for the DPW's storm water website and social media pages.

Develop and implement a comprehensive storm water education/outreach program; conducts research and presentations at public and private meetings.

Identifies grant opportunities and prepares grant applications; assists with the administration of grand funding.

Coordinates with other government agencies, such as the Guam Environmental Protection Agency (GEPA) as well as the United States Environmental Protection Agency (USEPA), to ensure program statues and regulations are updated and in compliance with local and federal requirements.

Coordinates and interacts with other government agencies, employees, contractors, industrial/commercial business owners and the general public; coordinates volunteer events with local schools, businesses and government agencies.

Performs plan reviews; coordinates the construction and implementation of island projects to ensure MS4 compliance.

Develops and maintains an industrial/commercial facility inventory.

Develops and implements post construction requirements for new development and redevelopment.

Develops and implements a comprehensive Monitoring Plan.

Presents regular updates regarding status of the MS4 program to DPW Director.

Keeps abreast of local and federal environmental laws and regulations.

Keeps abreast of current trends and development of functions, techniques and requirements authorized by the MS4 Permit No. GUS040001.

Performs other related duties as assigned.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of Storm water discharges from MS4, water quality regulations and TMDL requirements.

Knowledge of local and federal environmental laws and regulations; policies and procedures of federal grant programs.

Knowledge of storm water, erosion and sediment control inspections and enforcement methods.

Knowledge of implementing environmental programs in support of regulatory permit compliance and/or other initiatives.

Knowledge of Geographical Information Systems (GIS) and Global Positioning Systems (GPS), specifically ArcGIS, ArcGIS Online, and GPS Pathfinder.

Knowledge of principles and practices of water and non-storm water control.

Knowledge of research methodology

Ability to apply and enforce laws, policies, rules and regulations relating to erosion and sediment control and storm water and non-storm water management requirements

Ability to evaluate operational effectiveness and recommend changes in policies and procedures to improve effectiveness

Ability to accurate reports for regulatory agencies within record keeping requirements.

Ability to prepare technical reports, maintain records, and conduct record retention practices within record keeping requirements.

Ability to communicate ideas effectively, orally and in writing

Ability to establish and maintain effective working relationships with employees, contractors, industrial/commercial business owners and the general public.

Skill in utilizing training techniques, developing training programs, and developing procedures and manuals related to storm water and non-storm water management.

Skill in Microsoft Office Suite, specifically in Microsoft Word, Outlook, PowerPoint and Excel

Skill in the safe operation of a motor vehicle

NECESSARY SPECIAL QUALIFICATION

Must possess and maintain a valid Guam Driver's License

MINIMUM EXPERIENCE AND TRAINING:

(A) Three (3) years of experience in Municipal Separate Storm Sewer System (MS4), Total Maximum Daily Load (TDML), erosion and sediment control, storm water management, inspections, enforcement, and education and/or outreach programs and graduation from a recognized college or university with a Bachelor's degree in biology, chemistry, environmental science, environmental planning, environmental management or related field; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

ESTABLISHED: SEPT 2022
FLSA: NON-EXEMPT
PAYGRADE: N

HAY EVALUATION:	**KNOW-HOW:**	E II 2	230
	PROBLEM SOLVING:	E 3 (33%)	76
	ACCOUNTABILITY:	E 2 C	100 (A2)
	TOTAL POINTS:		406

LOURDES A. LEON GUERRERO
Governor of Guam

EDWARD M. BIRN, Director
Department of Administration

DPW - 7601

The Honorable
LOURDES A. LEON GUERRERO
Maga'Hâga · Governor

The Honorable
JOSHUA F. TENORIO
Sigundo Maga'Lâhi · Lieutenant Governor

public works
DIPATTAMENTON CHE'CHO PUPBLEKO
VINCENT P. ARRIOLA
Director
LINDA J. IBANEZ
Deputy Director

Department of Administration
Human Resources Division
MAR 28 2022
Records Branch

MEMORANDUM

TO: Director, Department of Administration

FROM: Director, Department of Public Works

SUBJECT: Request for Creation of Position: Municipal Separate Storm Sewer System (MS4) Program Coordinator.

Buenas Yan Hafa Adai!

In compliance with the provisions of the Clean Water Act (Public Law 92-500, as amended 33 U.S.C. 1251 et seq.) The Department of Public Works (DPW) is authorized to discharge stormwater runoff and specified non-stormwater discharges from all outfalls of DPWs Municipal Separate Storm Sewer System (MS4) in accordance with the effluent limits, monitoring requirements, and other conditions set forth under National Pollutant Discharge Elimination System (NPDES) Permit No. GUS040001(MS4 Permit).

As a result of the issuance of the MS4 Permit by the United States Environmental Agency (USEPA), DPW is mandated to develop, implement, and enforce a comprehensive Storm Water Management Program (SWMP). The purpose of the SWMP is to control pollutants from all of DPW's MS4 discharge points to the "Maximum Extent Practical".

DPW is requesting your assistance in creating an MS4 Program Coordinator position to facilitate the development of DPWs MS4 Program, and to oversee its implementation, adherence and effectiveness. The essential functions, minimal qualifications, and desired skillset of the MS4 Program Coordinator have been detailed in the attached Position Description and Job Specification.

Your assistance in this matter is greatly appreciated. Should you have any question please do not hesitate to contact me directly at (671) 646-3131.

VINCENT P. ARRIOLA

Date: 3-25-22

Department of Administration
Human Resources Division
MAR 3[illegible] 2022
Classification & Pay Branch