

The logo is an oval with a yellow border. Inside, the word "WAYNESVILLE" is in large yellow letters at the top. Below it, "North Carolina" is in smaller yellow letters. In the center, there are stylized mountains in shades of blue and green. Below the mountains, the phrase "Progress with Vision" is written in yellow. At the bottom of the oval, the year "1871" is displayed in yellow.

We're Hiring!
Stormwater
Coordinator

A standard black and white square QR code.

Scan the QR Code to Apply Today!



The Town of Waynesville, NC

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Stormwater Coordinator

Date: September 4, 2026

Department: Development Services – Planning Division

Reports To: Development Services Director

Pay Grade 62: \$43,799.40 - \$70,079.08 annually. 5% Increase after Probation.

FLSA Status: Exempt

Safety Sensitive Status: Safety Sensitive Position

PURPOSE OF POSITION:

The purpose of this position is to perform technical and administrative duties to ensure Town compliance with its National Pollution Discharge Elimination System (NPDES) Phase II permit and General Stormwater Permit for the Public Works/Fleet Facility (NCG080000). Work is performed under general supervision of the Town's Development Services Director and will involve coordination with other Town personnel, departments, and contractors.

This position will manage contracts, coordinate staff training, provide plan review and inspections of stormwater management controls, write long-range plans, manage data, investigate complaints, and submit reports related to the Town's Stormwater Management Program. Position may from time to time be tasked with projects to improve stormwater

management in long range planning, town facilities, streets, and stormwater infrastructure, and with stream buffer and green infrastructure projects.

KEY RESPONSIBILITIES:

The tasks listed below are those that represent the majority of the time spent working in this class:

- Provide staff support, training, and information to citizens, other Town staff and other stakeholders related to the Town's Stormwater Regulations and NPDES Permit activities. Advise engineers, developers, architects, surveyors, property owners and citizens on water quality and land use issues related to Town ordinances and stormwater management.
- Assist in implementing existing programs and developing new procedures and programs as necessary to comply with changes and updates of the NPDES Phase II permit requirements.
- Investigate reports of potential pollution and illicit discharges from storm sewers and outfalls; conduct inspections of stormwater infrastructure and stream networks to determine outfall locations, identify sources of illicit discharges, connections, code violations, SCM compliance etc. Enforces Town Codes and Ordinances as they relate to stormwater and coordinates activities with Federal and State Environmental Agencies for various water quality issues.
- Carry out water sampling programs including fixed interval sampling, illicit discharge detection and elimination, dry weather screening, and other water quality sampling as needed to include water quality sampling data entry; provides reports and presentations as necessary and as requested.
- Participate in the daily activities and operations of the Development Services Department, ensuring department compliance with applicable federal, state and local laws and regulations.
- Perform general office work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, ordering supplies, etc.
- Manage GIS data, stormwater web page, inspection reports, permit application files, and grant applications related to the stormwater program.
- Review and approve site plans and applications to ensure compliance with the Town's Land Development Standards and applicable local, state or federal laws, and/or coordinate contracts with consultants who assist with site plan review. This may include participation in multi-departmental technical review discussions, development site visits

and inspections, and preparation and presentation of staff reports before boards and commissions.

- Coordination of stormwater management in conjunction with other Town ordinances such as sedimentation and erosion control, floodplain management and approval of SCMs in special flood hazard areas, slope and hillside protection, and conservation subdivision review for Low Impact Development (LID).
- Attend Technical Review Committee, board meetings, local, state, and other meetings concerning stormwater related issues.

REQUIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Requires a Bachelor's degree or education and training equivalent to four years of college education, and professional experience in stormwater management, land planning, environmental studies, GIS, geography, public relations, communications, or closely related fields.
- Coursework toward, or achievement of Master's level education in Planning, Public Administration, Environmental Sciences, Communications, or related fields is preferred.
- Educational or professional experience in environmental protection, water quality, land use planning, communications, GIS and geography, geology or professional management can be applied to this position.
- Position requires a high level of responsibility, management and coordination with other personnel, data collection and maintenance, and the ability to develop technical expertise in municipal stormwater program requirements.
- Knowledge of MS4 Stormwater Programs and the NPDES Phase II Stormwater permit program regulations and requirements is preferred.

Certification Requirements:

- Must possess or be able to obtain a valid North Carolina driver's license.
- Certification as North Carolina Certified Zoning Official (CZO), Certified Floodplain Manager (CFM), Stormwater Reviewer Certification, GIS ESRI Certification, or other certifications in related environmental or professional fields preferred.
- Must maintain required licensures and certifications throughout employment.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations, and to present information by charts, graphics, maps, spreadsheets, statistics, and analytical reports. Requires GIS skills.

PEOPLE INVOLVEMENT:

Requires communication skills, exchanging ideas, information and opinions with others, listening and working with the public and a wide variety of opinions, and critical thinking to formulate policy and arrive jointly at decisions, conclusions or solutions.

Requires development and management of contracts to assist in the Stormwater Program and implementation of initiatives and site plan review and inspections.

Manage special projects or initiatives such as landscape and stream buffer planning, and public education and involvement strategies, and coordinate efforts with local non-profit or citizen initiatives.

INVOLVEMENT WITH THINGS:

Requires handling and usage of computers, fax machines, copiers, plotter, telephones or similar equipment and may require basic maintenance such as adding paper and changing toner. Requires the operation of motor vehicles for on-site inspections or attendance at meetings.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. Requires the use of data to project needs, trends, and impacts of decisions. Must apply good judgement to interpret ordinances and conduct department operations.

MATHEMATICAL REQUIREMENTS:

Requires ability in algebra and geometry to calculate dimensional requirements, density, distance, height, slope, and area. Requires the application of statistics, such as frequency distribution, reliability, validity, average, median. Comprehension of basic statistics and economics.

LANGUAGE REQUIREMENTS:

Requires reading comprehension of scientific and technical journals, abstracts, legal documents, ordinances and reports; speaking before groups, participating in panel discussions and speaking extemporaneously; writing articles and reports; and developing presentations for sophisticated audiences.

MENTAL REQUIREMENTS:

Requires advanced, professional work methods and practices in the analysis, coordination or interpretation of work of a professional planner. Requires research and documentation ability and the formulation of important recommendations to make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodation to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires walking or standing some of the time, sedentary office and computer work, driving, and involves exerting up to 10 pounds of force on a recurring basis. Must be able to perform basic life functions of climbing, stooping, kneeling, reaching, standing, walking, and grasping.

ENVIRONMENTAL HAZARDS:

The job may risk exposure to bright/dim light, dusts and pollen, stormwater, extreme heat and/or cold, wet or humid conditions, traffic, and construction hazards while performing field inspections.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

The Town of Waynesville has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Apply online: <https://www.surveymonkey.com/r/townofwaynesvilleapplication>

Or Scan the QR Code to apply online:

September 2026



Interested applicants may submit an application to:
Town of Waynesville,
Brittany Angel, HR Coordinator
Human Resources Department
16 S. Main Street
Waynesville, NC 28786
Or via email to bangel@waynesvillenc.gov
Applications will be accepted until filled