

**TOWN OF SOUTH BETHANY  
PUBLIC WORKS STORMWATER/GENERAL MAINTENANCE  
POSITION DESCRIPTION**

**TITLE:** Stormwater/General Maintenance  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Public Works Supervisor, Town Manager  
**STATUS:** Non-Exempt

**General Summary:** Under the direction of the Public Works Supervisor and Town Manager, this individual will be responsible for maintaining and inspecting the Town's stormwater infrastructure. General maintenance of the beach and Town may also be required. The Stormwater/General Maintenance individual will work effectively with the Public Works Supervisor and Town Manager, is a self-starter and can communicate well with elected officials and vendors, and property owners.

**Duties and Responsibilities:**

- Field Inspections – Regularly inspect the Town's stormwater drainage systems, including, but not limited to, catch basins, inlets, ditches, outfalls, rain gardens, and pipes, to identify blockages, debris, erosion and potential environmental concerns.
- Preventative Maintenance and Cleaning – Clean catch basins and other drainage structures by removing debris, sediment, and trash using appropriate equipment and safety protocols. Schedule yearly (or as needed) jetting operations to open drainpipes. Replace or add risers to catch basins through a third party contractor.
- Check Valves – Regularly inspect the functionality of check valves and make recommendation to the PW Supervisor if a repair/replacement is warranted.
- Illicit Discharge Investigations - Investigate any suspected or reported illicit discharge(s) into the stormwater system, including identifying sources and taking corrective actions with relevant authorities.
- Data Collection and Reporting – Record inspection findings and maintain detailed documentation of maintenance activities using GIS and other reporting tools.
- Construction Sites – Identify and report any non-compliance issues to the Code Enforcement Officer.
- Public Outreach – Receive and respond to complaints and inquiries related to stormwater management and flooding concerns and assist elected officials and property owners by educating them about stormwater management practices.
- Perform other stormwater and/or general maintenance duties as assigned by the Public Works Supervisor or Town Manager.

**Required Knowledge, Skills and Abilities**

Knowledge of standard general municipal maintenance, with an emphasis on stormwater infrastructure. Must possess knowledge of general street and storm drain maintenance. Ability to meet and communicate with property owners in a respectful and diplomatic manner. Must have the ability to make independent decisions and work effectively with others. Must be able to perform physical labor and heavy lifting of at least 50 pounds. Basic knowledge of manual and power tools. This position may require working in extreme weather conditions, working some weekends (particularly Memorial Day through Labor Day), as well as working evenings and weekends for emergencies.

**Qualifications/Preferred Requirements**

High school diploma, or equivalent, with a minimum of two years of stormwater/public works experience or equivalent. Basic understanding of stormwater management principles and regulations; ability to work outdoors in various weather conditions; strong attention to detail and ability to accurately record data. Computer experience, including knowledge of Windows, a valid driver's license, and clean driving record are required. Municipal experience preferred, but not required.