

Title: Section Head - NPDES	Effective Date: October 12, 2011	Grade: XVII	Job Category: Professional
Prior Title: Section Head - NPDES	Prior Effective Date: October 18, 2010	Grade: XVII	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for performing complex administrative and supervisory work in planning, organizing, and directing the Department's Storm Water Program.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Develop, organize and implement a program to meet National Pollutant Discharge Elimination System (NPDES) Storm Water requirements.
- Develop and coordinate contracts as appropriate.
- Coordinate activities with cities, counties and AHTD Divisions and Districts.
- Review and assess federal and state regulations relative to NPDES. Interact with agencies as necessary to maintain program compliance.
- Coordinate permit development, data collection, public education/outreach, and reporting.
- Supervise staff of professional, technical and clerical personnel.
- Provide technical training and guidance.

MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in field applicable to work performed or public administration, and three years experience working with storm water regulations. Ability to interpret and apply Department policies and procedures. Experience working with local governments, outside state agencies and contractors desired. Thorough knowledge of NEPA process and related federal and state regulations. Valid driver's license. Statewide travel.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)