

Position: Stormwater/Erosion Control Coordinator

Job Type: Part-Time

Position Objective: The Stormwater/Erosion Control Coordinator, under the guidance of the Urban Stormwater Coordinator, is tasked with a pivotal role that spans multiple jurisdictions. This position is responsible for both erosion control and stormwater inspections as part the MS4 programs for the City of Dubuque and the City of Asbury, as well as inspections for Dubuque County's Erosion Control Program in accordance with the county ordinance. The role requires regular site travel to ensure compliance with stormwater and erosion control permits, accurate reporting, and diligent post-construction inspections. The ideal candidate will demonstrate initiative and adaptability and maintain a clean driving record.

Location: Dubuque County, Iowa

Key Responsibilities:

- Conduct field inspections for stormwater quality at various construction sites, following the ordinances and procedures of the City of Dubuque, the City of Asbury, and Dubuque County.
- Document inspection findings in a timely manner in compliance with the respective municipal and county policies.
- Collect and manage data relevant to the NPDES MS4 compliance across multiple jurisdictions.
- Regularly update SWPPP documentation and maps to meet regulatory requirements.
- Identify regulatory non-compliance, facilitate corrective actions, and oversee resolutions.
- Advocate for and coordinate the enforcement of MS4 permit regulations for both cities and manage the county's erosion control program.

- Maintain and revise Storm Water Management Plans to comply with MS4 permit stipulations and county ordinances.
- Develop and manage a comprehensive reporting and monitoring program for the MS4 and county erosion control initiatives, ensuring accurate and detailed records.
- Investigate violations related to stormwater ordinances, illicit discharges, and illegal dumping, and execute enforcement procedures.
- Respond to public inquiries, providing expert assistance, and fulfilling additional duties as assigned.
- Assess existing and proposed stormwater infrastructure for compliance and effectiveness.

Competencies:

- In-depth understanding and practical application of watershed management and environmental science.
- Strong project coordination skills across multiple jurisdictions.
- Excellent record-keeping and data management capabilities.
- Proficiency in establishing and maintaining effective communication with a variety of stakeholders, including contractors and the public.
- Skilled in evaluating and implementing strategic solutions within a regulatory framework.
- Ability to navigate complex organizational structures and foster inter-jurisdictional cooperation.
- Understanding Erosion Control on Construction Sites
- Urban Conservation/Green Infrastructure Best Management Practices
- Promotion of conservation practices
- Capable of working in a team environment while working independently to achieve specific project deliverables.
- Understanding Soil Health Management
- Ability to work independently and remotely in the field.

Travel Requirements: Frequent fieldwork within Dubuque County and occasional overnight travel. Personal vehicle required, with mileage reimbursement.

Supervisory Structure: Reports to the Watershed Program Director and Dubuque Soil and Water Conservation District Commissioners.

Required Education and Experience:

- Associate's or Bachelor's degree in environmental science, water resources, or related field.
- 2-4 years of relevant experience or an equivalent combination of education and experience.

Preferred Qualifications:

- Proficiency in GIS, Microsoft Office, and willingness to obtain CPESC certification.
- Excellent communication skills and data analysis capabilities.
- Stormwater Management/Erosion Control

Salary: \$25-\$30 an hour DOE. Flexibly Works. Up to 30 hours per week.

Physical Demands: Fieldwork may involve varied terrain, weather conditions, and lifting up to 50 pounds.

Work Environment: Combination of office setting and fieldwork, utilizing standard office and environmental sampling equipment.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

AAP/EEO STATEMENT

The Dubuque Soil and Water Conservation District provides equal employment opportunities to all employees and applicants. It prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

To Apply:

Submit a PDF cover letter, resume, and three references to Eric Schmechel @ eric.schmechel@dubuquecounty.us by Friday, September 19, 2025.