

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION	BAND	GRADE	SUBGRADE	FLSA STATUS
Program Coordinator	C	4	2	Exempt
POSITION TITLE:	Water Quality Program Coordinator	POSITION#:		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised (Check one)	Date:	01/01/2026		
SERVICE TYPE:	AFSCME			
Employee Name:	Vacant	Department:	Public Works	Supervisor: Engineering & Survey Program Manager
FTE:	1.0	Employment Status:	Regular Full Time	

Position Summary:

The water quality program coordinator is responsible for ongoing implementation and management of state-mandated water quality functions, including the County’s National Pollutant Discharge Elimination System (NPDES) MS4 Permit and Total Maximum Daily Loads (TMDLs), in accordance with the Oregon Department of Environmental Quality (DEQ) regulations. This effort culminates in an annual collaboration with Public Works, Community Development, and Environmental Health Departments for reporting purposes as required by DEQ. The coordinator will also lead the efforts in implementing the Riparian Corridor Program and associated reporting (GIS). Public education and outreach will be a major aspect of all Major Functional Areas.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Water Quality Management – NPDES MS4 <ul style="list-style-type: none"> • Coordinate multi-departmental 5-year update and implementation of the County’s Stormwater Management Plan for surface water quality. • Coordinate and compile multi-departmental annual reports on program progress as required by the DEQ and submit through Your DEQ Online (YDO). • As new NPDES permits are adopted by the State, coordinate multi-departmental revision of the County’s Stormwater Management Plan for compliance. • Coordinate multi-jurisdictional outreach and information sharing on a bi-monthly basis. • Support and/or coordinate with watershed councils and soil and water conservation districts with efforts to monitor water quality. • Perform education and outreach to inform the public of water quality requirements and opportunities. • Review and bring proposed code changes to department director and Board of Commissioners as needed for compliance with new State and/or Federal regulations. 	35%
2	MFA: Water Quality Management - TMDLs <ul style="list-style-type: none"> • Coordinate multi-departmental 5-year update and implementation of TMDL plan for surface water quality. 	35%

	<ul style="list-style-type: none"> • As additional TMDLs are adopted by the State, coordinate multi-departmental revision of the County's TMDL Implementation Plan for compliance. • Coordinate multi-departmental investigation, tracking and resolution of illicit (non-stormwater) discharges to the storm drainage system. • Support and/or coordinate with watershed councils and soil and water conservation districts with efforts to monitor water quality. • Perform education and outreach to inform the public of water quality requirements and opportunities. • Review and bring proposed code changes to department director and Board of Commissioners as needed for compliance with new State and/or Federal regulations. 	
3	MFA: Riparian Corridor Program <ul style="list-style-type: none"> • Perform education and outreach to inform riparian landowners regarding preservation/enhancement. • Support and coordination with watershed councils and soil and water conservation districts of their efforts to enhance and restore riparian areas. • Continuation of Benton County's current requirement that new structures adhere to setback requirements from streams, with the added provision that any associated riparian vegetation removal should be minimized and mitigated for. • Monitoring of riparian vegetation conditions through a bi-annual GIS screening. • Develop proposed regulatory riparian protection program if monitoring indicates degradation is occurring. • Periodic reporting to, and consultation with, DEQ regarding riparian conditions and adaptive management to determine if degradation is occurring. • Review and bring proposed code changes to department director and Board of Commissioners as needed for compliance with new State and/or Federal regulations. 	30%
	Other duties as assigned.	
Percentages should total 100%		100%

Special Requirements related to essential functions e.g. certification, driver's license, professional licenses, bi-lingual, etc.

Possession of or ability to obtain a valid Oregon Driver's license within 30 days of hire date.
 Bachelor's degree in environmental science, physical sciences, engineering, or other discipline related to water quality management. Minimum 3 years' experience in a water quality field or similar industry. Preference will be given to additional certifications (for example: CESCL, CWRE, GIS).

Physical Requirements:

Reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Occasional driving, walking across uneven terrain.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____