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Storm Water Program Compliance Administrator

JOB CODE	JOB FAMILY	PROFILE
JCP418	**Planning, Development & Protection**	**Storm Water Program Compliance Administrator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**April 16, 2026**

The Storm Water Program Compliance Administrator leads, develops, manages, implements, coordinates, tracks, and reports on all aspects of compliance efforts for the National Pollution Discharge Elimination System (NPDES) MS4 Permit and related programs. Serves as a storm water quality and compliance expert at all levels of departmental, public, and regulatory interaction. Develops, leads, and coordinates departmental, interdepartmental, and interagency working groups. Manages and tracks related budget, contracts, and expenditures.

Job Description

DUTIES AND RESPONSIBILITIES

- Directs, manages, implements, and ensures compliance with all aspects of Bernalillo County's NPDES (MS4) Permit, including but not limited to special studies, internal and external training, Total Maximum Daily Loads (TMDLs), monitoring, minimum control measures, best management practices, timely reporting, and all other technical and programmatic elements. Provides subject matter expertise and technical assistance to other county departments.
- Identifies, reviews, interprets, evaluates, and comments on local, state, and federal laws, regulations, legislation, guidelines, and court rulings in related areas such as Endangered Species Act, 303D listings, Tribal water quality standards, Safe Drinking Water Act, Clean Water Act, National Environmental Policy Act, Multi-Sector General Permits, Interstate Compact requirements, and Waters of the US designation. Identifies legal ramifications and technical impacts to County ordinances, policies, programs, and procedures. Responsible for managing, enforcing, and revision of the Bernalillo County Stormwater Quality Ordinance.

- Serves as County's storm water quality, green infrastructure/low impact development, and aquatic habitat subject matter expert at local, regional, and state levels. Prepare presentations and reports for internal and external stakeholders, public hearings, advisory boards, management, and County Commissioners. Participate, as directed, in regional water planning efforts. Provide technical expertise for emergency services spill response functions as needed. Recommend and champion changes to stakeholders, technical staff, management, and County Commission.
- Identifies, develops, leads, supports and represents the County on interdisciplinary, interdepartmental, and inter-agency working groups as needed to meet storm water program requirements and achieve objectives. Identifies, develops, and implements cross-jurisdictional cooperative agreements.
- Develops storm water-related goals, objectives, and performance measures and related budgets and staffing needs. Provides technical supervision and oversees professional development of shared-resource administrative and technical staff as relates to the storm water program and permit compliance. Manages contracts and expenditures.
- Directs staff and develop protocols to ensure accurate and current electronic and hard copy documentation, filing, and records maintenance. Serves as primary point of contact for records request and regulatory audits as relates to storm water compliance.
- Identifies regulatory and enforcement strategies, alternatives and legal ramifications as relates to storm water compliance and recommend appropriate compliance policies and procedures.
- Oversees storm water aspects of development and project review, inspection, illegal discharge reporting and related tracking processes in coordination with County planners, professional engineers, and inspectors.
- Performs project reviews and inspections with respect to storm water management, green infrastructure/low impact development, and construction/post construction control measures. Advises development review staff on terms and conditions of development and maintenance agreements.
- Recommends and directs storm water and permit-related research projects. Collect, assimilate, and analyze qualitative information and performance data from multiple departments on a quarterly basis and evaluate to determine program compliance and effectiveness. Regularly report results to management, regulators, public and affected stakeholders in oral, written, visual and/or prescribed submittal formats.
- Identifies, promotes, and supports activities of interested public participation groups, youth programs, and non-governmental organizations dealing with storm water quality, riparian restoration, and watershed management. Directs and leads public outreach and education efforts.
- Identifies, develops, supports, leverages, and documents multiple internal and cross-departmental managerial, staff relationships and programming opportunities to maximize storm water program effectiveness and permit compliance.
- Identifies, recommends, and develops potential permit fee schedules, grants, and other funding sources to support the storm water and other departmental programs. Identifies and supports needed Capital Improvement Project funding efforts as it relates to storm water management and green infrastructure / low impact development for County projects. Prepares grant applications for state and federal funding of storm water related projects and programs.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s Degree in Environmental Engineering, Civil Engineering, Earth Science, Environmental Science, Hydrology, Natural Resources Management, Water Resources Administration, or related field.
- Eight (8) years of work experience in the coordination or management of complex water resource projects, to include storm water compliance or regulatory oversight.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Obtain within 9 months of hire, certifications in storm water quality protection, erosion and sediment control, or MS4 Program management.

WORKING CONDITIONS

- Duties are performed both indoors and outdoors.
- Indoor duties are performed in a temperature-controlled environment. Workers are exposed to natural weather conditions when performing outdoor duties.
- Indoor duties are performed on an even surface that may be carpet, tile, or concrete. Indoor surfaces are typically dry.
- Outdoor duties may be performed on even or uneven surfaces that may be wet or dry. Outdoor duties may be performed on natural ground, concrete, asphalt, or gravel.
- Perform duties alone or as a member of a select team or group.
- Potential hazards include exposure to chemicals, animals, biohazards, industrial and domestic waste, noise, intermittent vibration, driving a vehicle, fumes, odors, dust, mist, gases, poor ventilation, and polluted water.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, clipboards, soil maps, aerial photographs, truck manifests, manuals, books, and a wide variety of basic office supplies.
- Equipment used in the performance of outdoor duties includes portable chemical testing equipment, meters, bailer, tubes, measuring tape, cans and sampling bottles, two-way radio, radiological monitoring equipment, respirator equipment, goggles, gloves, and other protective gear when its use is indicated.
- County vehicles are operated by employee in traveling from site-to-site throughout the County.

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act**, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.