

## **Program Coordinator to Lake County MS4 Program, DRWW & NBWW Workgroups**

Request for Qualifications: (Contractual)

### **Quality Statement:**

Lake County remains committed to preserving the health of our natural resources, air quality, and our surface and drinking waters, through the widespread use of public education and outreach, environmentally sustainable management practices, effective stormwater management, and the enhancement and rehabilitation of lakes and other ecological systems. If you share the same goals and value a collaborative work environment, this may be an opportunity for you.

### **Position Statement:**

Lake County is a Municipal Separate Storm Sewer Systems (MS4) community with six (6) departments playing an active role in Lake County's MS4 Program. The Lake County Stormwater Management Commission (SMC) provides a Qualifying Local Program (QLP) for all of Lake County's MS4 permittees. For Lake County, the County Administrator's Office has overall responsibility. The MS4 Program Coordinator will work under the supervision of SMC, but will work with all County departments playing an active role in Lake County's MS4 Program.

The Consultant will also work with the Des Plaines River Watershed Workgroup (DRWW) and North Branch Chicago River Watershed Workgroup (NBWW) to address program tasks. The DRWW and NBWW are a consortium of publicly owned wastewater treatment works, local governments, citizen advocacy groups, and professional firms focused on improving water quality in the Des Plaines River and North Branch Chicago River watersheds. The workgroups formed in response to USEPA and IL EPA regulatory mandates and has taken a shared services approach to most efficiently and economically achieve the challenges put forth in POTW and MS4 permit requirements. Both IL EPA and USEPA have recognized the benefits of a watershed-based approach to addressing water quality issues in the Des Plaines River and North Branch Chicago River by allowing workgroup members to collaboratively use shared data to comply with their individual permit conditions.

### **Position Duties:**

SMC is seeking a contractual position, not to exceed 1450 hours/year, with those hours dedicated to:

#### **MS4 Program Coordinator Duties (approximately 1000 hours/yearly)**

- Serving as the lead contact for Lake County government NPDES ILR40 permit compliance.
- Preparing and submitting Lake County's annual facility report to the IL EPA before June 1<sup>st</sup>.
- Overseeing compliance with the Illicit Discharge Detection and Elimination Program.
- Conducting regular dry weather screening inspections of Lake County storm sewer system outfall locations, and coordinate results with County personnel.
- Leading the coordination of the Lake County water quality monitoring responsibilities in conjunction with the latest ILR40 permit requirements.
- Providing technical support and inspection services for the satisfactory performance of post-construction best management practices (BMPs) and stormwater management facilities.
- Reviewing and enhancing Lake County's Stormwater Management Program Plan (SMPP) to meet the latest ILR40 permit requirements.
- Coordinating individual Lake County Department activities to support compliance with the latest ILR40 permit requirements.
- Providing technical support of Lake County construction and "good housekeeping" activities to support compliance with IL EPA permit requirements.
- Representing Lake County at Municipal Advisory Committee meetings and other applicable

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meetings.

- Performing related work as required.

### **DRWW Program Coordinator Duties (approximately 400 hours/yearly)**

- Serving as the lead contact for DRWW's Executive Board, Committees, General Membership, SMC and subconsultants.
- Prepare announcements, meeting agendas, meeting minutes; meeting materials and coordination of or provision of presentations.
- Educational outreach and membership development in coordination with SMC administrative support staff.
- Attendance at Conferences or training sessions: The DRWW may request the Consultant to attend relevant conferences and trainings with respect to the purpose of this Agreement.
- Providing technical support based on the watershed assessment data gathered through watershed planning and monitoring efforts.
- Providing regulatory and granting agency coordination with IL EPA, USEPA, and other regulatory agencies or granting sources to further the mission and goals of the DRWW, including but not limited to; a nutrient trading program, POTW and MS4 permit conditions and standards, grant opportunities, TMDL issues, and specific water quality parameter concerns.
- Performing related work as required.

### **NBWW Technical Coordinator Duties (approximately 50 hours/yearly)**

- Support role to NBWW's Executive Board, Committees, General Membership, SMC and subconsultants.
- Support SMC with meeting materials, annual newsletters, workplan and scorecard and coordination of or provision of presentations.
- Attendance at Conferences or training sessions: The NBWW may request the Consultant to attend relevant conferences and trainings with respect to the purpose of this Agreement.
- Providing technical support based on the watershed assessment data gathered through watershed planning and monitoring efforts.
- Providing regulatory and granting agency coordination with IL EPA, USEPA, and other regulatory agencies or granting sources to further the mission and goals of the NBWW, including but not limited to; a nutrient trading program, POTW and MS4 permit conditions and standards, grant opportunities, TMDL issues, and specific water quality parameter concerns.
- Identifying MS4 permit requirements that the NBWW can provide supplemental services to address.
- Performing related work as required.

### **Position Information:**

Position Title: MS4 Program Coordinator

Status: Contractor (1450 Hrs./Yr.)

Reports to: Lake County Stormwater Commission Location: Libertyville, Illinois

Travel: Local and regional travel will be required. Schedule: Flexible Work Schedule

Billing Rate: \$50 per hour

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The Stormwater Coordinator will advance County environmental goals and be responsible for supporting Lake County compliance with the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit issued by the Illinois Environmental Protection Agency (IL EPA) as required by the Clean Water Act.

### Desired Contractor Qualifications:

- BS (MS or higher degree desirable) in environmental sciences, environmental/water resources engineering, chemistry, ecology, biology, microbiology, geology or related field.
- 7 years+ of professional experience in environmental consulting, water quality monitoring, wastewater management, stormwater management, watershed management or environmental project management.
- Considerable experience coordinating environmental compliance activities, soil erosion and sediment control (SE/SC) inspection practices, specifically storm water management, regulations and permitting; conducting field inspections or managing related programs; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Considerable knowledge and experience with the USEPA NPDES Program, the Clean Water Act and/or POTW/MS4 regulations.
- Knowledge and experience with IL EPA Permitting: ILR10, ILR00, ILR40 and SMPP, SP3, NOI, NOT, and annual facility reporting development and implementation.
- Knowledge of the Lake County Watershed Development Ordinance (WDO).
- Knowledge and experience in Illicit Discharge Detection and Elimination Program oversight and compliance.
- Ability to work cooperatively and communicate effectively with regulatory agencies, County personnel, and the public both orally and in writing, using technical and non-technical language.
- Ability to work safely using appropriate techniques and personal protective equipment.
- Experience and ability presenting technical matter to various audiences.
- Knowledge and experience with Geographic Information Systems is desired.
- Self-motivated.
- Insurance coverage will be required per the following Lake County Purchasing, Professional Services (<https://www.lakecountyil.gov/DocumentCenter/View/20874>)
- A valid driver's license and insurance is required.
- Pre-established or ability to become established with a business entity (e.g., Sole Proprietorship, LLC, Cooperative, Corporation, Not-for-Profit).
- This individual will receive an IRS 1099 form.

Please submit your professional qualifications to [mwarner@lakecountyil.gov](mailto:mwarner@lakecountyil.gov)

**RFQ POSTED UNTIL FILLED**

For more information on Lake County: <http://www.lakecountyil.gov>

For more information on Lake County Stormwater Commission:

<http://www.lakecountyil.gov/553/Stormwater-Management-Commission>

For more information on the Lake County NPDES MS4 Program:

<https://lakecountyil.gov/4059/Lake-County-NPDES-MS4-Program>

For more information on the Lake County National Pollution Discharge Elimination System (NPDES) Phase II:

<https://lakecountyil.gov/2479/NPDES-Phase-II>

For more information on the DRWW: <http://www.drww.org/>

For more information on the NBWW: <https://www.nbwwil.org/>