

North Logan City Organization Chart Department Responsibilities

General Permit for Discharges from Small Municipal

Separate Storm Sewer Systems (MS4s)



City Administrator and Administrative Secretary

- Liaison with administration and City Council
- Manage Storm Water budget
- General coordination of the Storm Water Management Program (SWMP)

Public Works Director

- Liaison with City Administrator, Public Works Operation Manager, and Storm Water Program Specialist, and The North Logan City Storm Water Committee (Fire Department, Police Department, Public Works, Inspection/Engineering, and Office Staff)
- Coordinate the Storm Water Management Program (SWMP) with the Storm Water Program Specialist, Public Works Operation Manager, and City Department Heads.
- Coordinate Staff Training.

Public Works Operations Manager

- Liaison with Public Works Director and Storm Water Program Specialist.
- Coordinate the Storm Water Management Program (SWMP) with Storm Water Program Specialist, Public Works Operation Manager, and Department Heads.
- Construction Site Inspection and SWPPP Inspection.
- Coordinate Staff Operations related to the following
 - Coordinate Construction Site Storm Water Runoff Control with Public Works Director, Storm Water Program Specialist, and Protection/Inspection Chief Official.
 - Coordinate Long-Term Storm Water Management in New Development with Public Works Director, Storm Water Program Specialist and Protection/Inspection Chief Official.
 - Manage Pollution Prevention and Good Housekeeping for Municipal Operations with the Public Works Director, The Storm Water Program Specialist, and associated Department Heads.

Storm Water Program Specialist

- General coordination of the Storm Water Management Program (SWMP)
- Oversee SWPP program specifics and work with department heads.
- Ensure that Six Minimum Control Measures are established, accomplished, and evaluated.
 - Coordinate Public Education and Outreach on Storm water Impacts.
 - Encourage Public Involvement/Participation
 - Manage Illicit Discharge Detection and Elimination
 - Coordinate Construction Site Storm Water Runoff Control with Public Works Operation Manager and Protection/Inspection Chief Official.
 - Coordinate Long-Term Storm Water Management in New Development with Public Works Operation Manager and Protection/Inspection Chief Official.
 - Manage Pollution Prevention and Good Housekeeping for Municipal Operations with the Public Works Director, The Public Works Operations Manager, and associated Department Heads.
- Inspection and housekeeping of facilities city-wide and coordinate compliance on general work areas with applicable department head.
- Screening/Inspection of storm water discharge outfalls.
- Inspection of injection wells.
- Track maintenance of storm water control and pollution protection structures and facilities.
- Compile and organize all staff documentation related to the Storm Water Management Program (SWMP).
- Compile Annual report
- Updating SWMP
- Coordinate storm water runoff storage and conveyance maintenance with local canal companies.

GIS Manager

- Updates to municipal mapping layers and databases related to storm sewer system.
- Public Education regarding municipal storm water feature locations.
- Help with all reporting and locating storm water features.

Protective Inspection and Engineering Department Head

- Maintaining lists of acceptable BMPs
- Coordinating pre-construction meetings, pre-construction checklists, and ensuring active construction sites SWPPPs are implemented and up-to-date.

- Coordinating storm water protection site inspections of all construction activities in collaboration with the Public Works Director and The Public Works Operations Manager.
- Receiving and approving SWPPPs, NOIs, NOTs.
- Tracking and documentation of construction/developmental activities, including pre-construction, subdivisions, new development, post construction, and re-development activities.
- Engineering support
- Help with all reporting.

Parks Department Head

- Parks dept. maintenance work area
- SOP compliance for Parks Bldg, and park operations.
- Pesticide, Herbicide, and Fertilizer (PHF) program
- Training parks personnel
- Chemical and fertilizer storage in work areas
- Parks department equipment operation
- Equipment maintenance for parks dept. equipment
- Mowing program
- Chemicals, fluids, oils, and waste oils/fluids in work areas properly stored.

Utilities Department Head

- Utilities dept. maintenance work area
- Training utilities dept. personnel
- Chemical storage in work area
- Utilities dept. equipment operation
- Equipment maintenance for utilities dept. equipment
- Coordinate Pollution Prevention and Good Housekeeping for Municipal Operations with the Public Works Director, The Public Works Operations Manager:
 - City wide storm water feature maintenance scheduling, cleaning, upkeep, and documentation.

Streets Department Head

- Streets dept. maintenance work area
- Streets dept. equipment operation
- Equipment maintenance for streets dept.
- Training streets dept. personnel

- Chemicals storage in work area
- Snow plowing program
- Street sweeping program
- Materials storage stockpile areas
- Equipment wash area maintenance.
- Fueling station area.

Facilities Department Head

- Facilities dept. maintenance work area, and Shed.
- SOP compliance for facility operations.
- Training Facilities personnel
- Equipment maintenance for facilities dept. equipment
- General vehicle maintenance for the entire City fleet.
- Chemicals, fluids, oils, and waste oils/fluids in work areas properly stored.
- General staff safety.