



Erosion and Sediment Inspector

Community Development

Position # : CDD 506
FLSA: Non- Exempt
Grade: 17

JOB SUMMARY

This position is responsible for managing erosion and sediment control inspection process.

MAJOR DUTIES

- Plans daily inspection routes or all open residential single family dwelling building permits.
- Inspects job sites following rain; notes deficiencies; performs follow-up inspections to determine compliance.
- Reviews land disturbance plans for commercial sites.
- Relays site issues to contractors and land owners.
- Types notices of violation and prepares stop work orders as appropriate.
- Conducts inspections of land disturbance activities, residential and commercial job sites, and in response to citizen complaints.
- Answers drainage, land disturbance, permit process, and other questions from citizens.
- Ensures all land disturbance forms are up-to-date.
- Updates the program website.
- Develops a variety of regular and special reports.
- Records all secondary culverts for single family dwellings.
- Records new addresses and plots the location of new home sites and driveways.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of Erosion and Sediment Control program requirements.

- Knowledge of federal and state environmental regulations.
- Knowledge of the county code and ordinances.
- Knowledge of general hydrology.
- Knowledge of computers and job-related software programs.
- Skill in interpreting construction drawings.
- Skill in conducting a variety of inspections.
- Skill in prioritizing and planning.
- Skill in interpersonal relations.
- Skill in the training and supervision of personnel.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Environmental Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include county codes and ordinances, the Code of Virginia, the Virginia Stormwater Management Act, the county handbook, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied inspection duties. Strict regulations contribute to the complexity of the position.
- The purpose of this position is to perform erosion and sediment control inspections. Successful performance helps ensure compliance with all relevant county, state, and federal codes and ordinances.

CONTACTS

- Contacts are typically with coworkers, other county employees, contractors, engineers, utility company personnel, surveyors, developers, land owners, attorneys, elected and appointed officials, and members of the general public.
- Contacts are typically to exchange information, resolve problems, motivate persons, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to dirt, dust, and grease. Work required the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted.