

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Stormwater Enforcement Inspector

Department: Environmental/Public Works

Pay Grade: 508

FLSA Status: Non-Exempt

Job Code: E712

JOB SUMMARY

The purpose of this classification is to perform technical tasks and make independent decisions involving the enforcement and administration of various City, County, State, and Federal codes and regulations related to private storm infrastructure. Conducts site inspections, prepares court cases, provides court testimony, responds as an expert witness in court and performs various administrative duties.

ESSENTIAL JOB FUNCTIONS

- Conducts field investigations and enforces related codes and ordinances for private commercial and residential stormwater infrastructure.
- Responds to questions and concerns providing interpretation and explanation regarding City, County, State, and Federal codes and regulations; maintains information on changes in codes; meets with or sends correspondence to property violators to assist in correcting violations; initiates contact with violators to provide notice of City, County, State, and Federal code violations and recommend action of discontinuing, removing or correcting the cause of the violation.
- Performs site inspections on private stormwater infrastructure to ensure compliance; notes code violations; provides recommendations for corrective actions to property owners; conducts re-inspections to ensure corrective measures have been taken; conducts inspections for the release of maintenance bonds; notifies relevant parties of related problems.
- Investigates incoming complaints and violations; performs required follow ups for each investigation; issues violation notices as necessary; documents all actions and determinations; and completes all reports and inputs photos as required.

- Issues citations when necessary.
- Prepares and participates in court cases and related activities; appears in court to provide testimony; responds as an expert witness in court; assists in preparing evidence and proceedings related to legal actions
- Maintains database of Stormwater Infrastructure Maintenance Agreements. Reviews annual stormwater infrastructure inspection reports documenting and enforcing on any deficiencies.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance. Disseminates information to various organizations and governmental agencies.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations, specifications, details; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Reviews variety of testing procedures relative to the inspections process.
- Operates a personal computer and surveying equipment as necessary to complete essential functions.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; three (3) years of experience in construction or engineering inspections; MS4 inspections; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must have certification in Environment Sediment Control from Georgia Soil and Water Conservation Commission.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of MS4 related inspections, GIS mapping tools and software are beneficial.
- Knowledge of the development process, stormwater infrastructure, hydrology and hydraulics are beneficial.
- Skills in communication, both written and oral.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion with recommended actions, and in referencing such analysis to established

standards for the purpose of recognizing actual or probable interactive effects and relationships.

- Ability to apply principles of persuasion and/or influence over others. Requires regular interaction with the public. Must be able to manage potentially rude/irate customers.
- Ability to use a computer and may require use of surveying equipment.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, toxic agents, animal/wildlife attacks, water hazards, pathogenic substances, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.