



CITY OF BENTON

Stormwater Inspector

Job Description

Job Title: Stormwater Inspector

Classification: Non-Exempt

EEO Category: Full-time

Department: Streets & Drainage

Reports to: Streets & Drainage Asst Director

Pay Grade: \$45,198.40 - \$63,563.20 or
\$21.73 – 30.56 per hour

SUMMARY

The **Stormwater Inspector** assists the Street & Drainage Director and Asst Director in the overall planning, inspection and review of drainage, or other construction projects or repairs to ensure compliance with plan specifications in accordance with City policies and ordinances. Position is deemed essential personnel and safety sensitive.

ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Provides implementation and oversight of the City of Benton's stormwater management program.
- Inspects and ensures compliance with City, State and Federal regulations including code enforcement with relation to Stormwater management.
- Inspects sediment and stormwater management work and site grading in residential and commercial developments.
- Inspects sediment and stormwater management ditches, channels, pipes, and drainage structures.
- Notifies necessary agencies of non-compliance.
- Conducts seminars to educate builders, developers, citizens, school children, and homeowners of stormwater pollution prevention and the requirements of the City's stormwater ordinance.
- Observes drainage construction in subdivisions and City projects.
- Conducts periodic inspections in subdivisions to ensure contractors are following City guidelines.
- Maintains drawings, files, and records on all subdivisions and construction projects.
- Monitors and attends meetings with engineers and contractors on all construction projects, before and during construction.
- Performs outfall testing as required quarterly.
- Must be able to perform contamination testing in runoff water.
- Maintains records for annual MS4 permit.

- Investigates drainage and construction concerns.
- Meets with the public to answer questions and provides technical assistance.
- Attends preconstruction meetings.
- Coordinates and communicates with other government agencies.
- Maintains project photos of construction sites.
- Provides educational and technical services, such as training concerning the sediment and stormwater management program.
- Researches deeds, maps, abstract and other records to determine ownership of properties.
- Provides technical information and answers questions in person, by telephone and by written correspondence regarding zoning, signs, landscaping, subdivision ordinances, or other regulations.
- Informs and provides documentation to the Stormwater Supervisor about sediment and stormwater management violations.
- Reports any matters of concern on subdivisions and construction projects to Streets & Drainage Director and City Engineer.
- Maintains daily logs and work schedules of all projects during construction.
- Helps identify construction problems and correction measures.
- Research court documents for obtaining easements, right of way, and other information.
- Uses survey equipment to determine elevations.
- Assists the Street & Drainage Department in daily functions, as required.
- Operates City vehicle in performing essential job functions.
- Reviews new development plans as directed by the Streets & Drainage Director and/or Assistant Director as well as provide comments for Development Review Committee (DRC).
- Will be required to work and serve on-call outside of normal business hours, including nights, weekends, and/or holidays as needed by the department.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

ENVIRONMENT & PHYSICAL ACTIVITY

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions, and in an office environment with exposure to fumes, dust, toxic, or caustic chemicals. The position requires regularly driving a motorized vehicle.

The position involves writing, keyboarding, speaking, listening, lifting, carrying, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching.

The incumbent for this position may operate any or all the following: telephone, copy and fax machines, scanner and image systems, computer terminal, personal computer, printers, or other equipment as directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MENTAL DEMANDS

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and highly technical reports; perform detailed work; and problem solving. Incumbents must also display proficiency in analytical reasoning, math, language, presentation skills, and verbal and written communication with internal and external customers. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

SAFETY SENSITIVE

This position is designated as a safety sensitive position because it requires the operation of a motor vehicle on a routine basis. Performing this job in a professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

MINIMUM REQUIREMENT & COMPETENCIES

Experience, knowledge, and training typically resulting from a combination of education or years of experience in street construction or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

Basic Qualifications:

- High school diploma, or equivalent
- Must possess a valid Arkansas Driver's license, class B Commercial Driver's License with air brakes, preferred.
- Two (2) years of stormwater experience, preferred.
- GIS experience, preferred.
- Current Flagger Certification or must be able to obtain certification within one (1) year of employment.
- Current Trenching and Excavations Safety Technician Certification or must be able to obtain certification within one (1) year of employment.
- Current IMSA Work Zone Traffic Control Certification or must be able to obtain within one (1) year of employment.

Knowledge

- Knowledge of regulatory requirements, City ordinances, applicable state and local laws regarding departmental services/operations as related to stormwater, water quality and the clean water act.
- Knowledge of environmental regulations, policies and stormwater best management practices.
- Knowledge of engineering principles and practices of civil engineering.
- Knowledge of construction practices including testing procedures.
- Knowledge of safety procedures related to the equipment being operated and work zones.

Skills

- Skill in operation of City equipment and vehicles to perform essential functions.
- Skill in communicating tactfully and effectively with citizens, building contractors / developers and all internal / external customers.
- Skill in identifying code violations in the field.
- Skill in reading and interpreting engineered plans and drawings.
- Skill in maintaining detailed and accurate records / data.
- Skill in locating specific inspection sites from maps and descriptions.
- Skill in CAD operation.
- Excellent communication skills, both oral and written
- High attention to detail and accuracy.
- Strong sense of ownership and initiative, collaborative, and flexible attitude.

Abilities

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. always.
- Ability to understand and interpret City ordinances.
- Ability to make presentations effectively.
- Ability to interact with the public and field questions appropriately.
- Ability to learn, implements, enforces, and continues the development of the stormwater ordinance.
- Ability to interact effectively with other department staff, city employees, and various state and local officials.
- Ability to interact professionally with developers, landowners, businesses, and court officials.
- Ability to read, understand, and evaluate simple to complex engineering designs and drawings for stormwater permits.
- Ability to maintain appropriate file system for stormwater violations and follow-up.
- Ability to maintain appropriate file system for Code violations.
- Ability to utilize computer applications to track and document stormwater violations.
- Ability to read and comprehend engineered construction drawings.

ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: _____

Employee Signature: _____

Date: _____