

Cass County Conservation District - Soil Erosion Inspector

POSITION DESCRIPTION

A. INTRODUCTION

The Soil Erosion and Sediment Control (SESC) Inspector position is located in Cass County, Michigan. This position will assist the Cass County Conservation District (CCCD) which is designated the County Enforcing Agency (CEA) in the enforcement of the State of Michigan Part 91 SESC requirements. The SESC Inspector will work for the CCCD, under the guidance of the CCCD Board of Directors, the CCCD Administrator, and in accordance to Michigan Department of Environmental Quality (MDEQ) rules.

B. DUTIES

Primary functions of the job are to review engineered and non-engineered erosion control plans for; commercial, industrial, and residential sites; conducting field inspections, and working directly with public on resolving erosion control/flooding complaints. The inspector will drive to assigned sites within the County to conduct on-site inspections. An inspection involves walking entire site, photographing landscape and erosion controls in place, and ensuring controls are properly installed and maintained. The inspector will advise the CCCD administrator of any changes from original plans, failures of erosion controls, and recommend plan changes to address drainage/storm-water erosive concerns. Participate in team meetings to prioritize site visitation planning and keep updated to current issues/concerns. Contact responsible parties with inspection violation findings as necessary. Report to CCCD Board as requested. Assist with general CCCD office activities while working in-house hours. Utilize available resources to complete work. Review and follow CCCD Policies and Procedures. Expansion of SESC program duties may include program advocacy through special presentations and events.

C. SKILLS REQUIRED

Current MDEQ Storm Water Operator Certificate. Knowledge of local and state laws, rules, and regulations relating to soil erosion inspection. Knowledge of soils, hydrology, construction, excavation, landscaping, and related fields. Skill in reviewing and analyzing blueprints and/or other technical documents. Skill in identifying and recommending soil erosion and sedimentation controls. Analytical skills are needed to interpret and apply guidelines to circumstances which are flexible and open to considerable interpretation. The position requires average agility and dexterity. Physical ability to travel through rough terrain, stand, stoop, kneel, or crouch. Technical ability to take photographs; and communicate via telephone, text and email. Ability to use computer software such as MapInfo, Microsoft Word and Excel, and other office equipment such as copiers and scanners. Ability to work effectively with co-workers and the general public. Ability to apply training. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions. Interpersonal skills to develop and maintain effective and appropriate working relationships with customers, co-workers, and representative of other agencies. Ability to work independently. Knowledge and skill in written and oral communication techniques and public relations, sufficient to apply and tactfully enforce complex rules, regulations, policies, and procedures and explain SESC program to individual landowners, contractors, and local organizations. Ability to consistently demonstrate sound ethics and judgement and respect private property. Must have a valid drivers license and working vehicle to perform inspections. Must possess High School diploma and one to two years of college or related trade work experience.

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D. SCOPE OF WORK

The Inspector's work involves conducting inspections, preparing site finding reports, assist with preparation of permits, and general promotion of the CCCD SESC program.

E. WORKING ENVIRONMENT

Work requires personal contact with co-workers, construction contractors, landowners, and operators for the purpose of enforcing Part 91. The normal work hours are between 8:00 a.m. to 4:30 p.m. however evening and weekend work allowed or may be necessary to accommodate special events. Portion of work performed in an office setting while seated at a desk and in the field. Inspections performed in an outdoor environment with potential exposure to weather- related heat and cold, rain, wind, and related elements. Inspections may involve walking on rough terrain, close proximity to shorelines, or climbing steep banks during all weather conditions. Protective gear and clothing such as hard hat and boots may be necessary during inspections.

F. CONDITIONS OF EMPLOYMENT

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.