

City of Roswell, Georgia

JOB DESCRIPTION

www.roswellgov.com/jobs

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/IDDE Inspector

Department: Environmental/Public Works

Pay Grade: 508

FLSA Status: Non-Exempt

Job Code: E706

JOB SUMMARY

The purpose of this classification is to assist the Stormwater Utility Division in investigating and resolving stormwater issues in the City of Roswell; inspect Industrial Facilities, Highly Visible Pollutant Source facilities, and Municipal Facilities with a potential to discharge pollutants to the Municipal Separate Storm Sewer System (MS4) for compliance under the City issued MS4 Permit. This position also inspects and updates the inventory of the City owned MS4 System.

ESSENTIAL JOB FUNCTIONS

- Compiles lists of all Industrial Facilities in the City limits issued permits by the State EPD. Compiles lists of locations throughout the City that are Highly Visible Pollutant Sources as well as all Municipal Facilities with a potential to discharge pollutants to the MS4. Performs Illicit Discharge Detection and Elimination (IDDE) inspections at these facilities.
- Assists facilities in efforts to comply with the City IDDE Ordinance; issues Notices of Violation to facilities found in non-compliance with City IDDE Ordinance. Assists the Environmental Compliance officer complete investigations of these violations prior to the issuance of municipal citation(s) by the Environmental Compliance officer.
- Inspects stormwater drainage systems in response to citizen complaints and/or problems identified by other staff and determines whether the complaint is a public or private property issue. Responds to citizens in writing regarding inspection findings and any remedial action to be taken by the City. Recommends remedial action to citizens in cases of private systems.
- Educates residents on the purpose and maintenance of drainage easements. Serves as the main point of contact for any citizen or City employee drainage complaints. Identifies the need and opportunity for public education related to stormwater drainage.

- Inspects 20% of the City inventoried drainage system on a rotating basis yearly. Inspections include structural issues as well as point of discharge ditch maintenance issues. Utilizes the GIS Collector App on a phone or other wireless device to update the MS4 system inventory.
- Maintains, updates and prioritizes the Operations and Maintenance work order spreadsheet.
- Generates work orders for the stormwater maintenance crew for repair of discrepancies found during inspections
- Collects water samples during suspected sanitary sewer spills and in cases of other unintended or illegal discharge activities. Delivers water samples to the appropriate lab for analysis.
- Collects water samples quarterly with the City of Alpharetta for the purpose of water quality monitoring.
- Makes recommendations on various forms and equipment utilized in complaint resolutions. Supervision may be exercised over semiskilled and skilled personnel engaged in complaint investigation and resolution.
- 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; 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.
- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.
- Operates a personal computer and surveying equipment as necessary to complete essential functions.
- Maintains knowledge of city policies and procedures related to stormwater infrastructure and maintenance.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree or higher in a science or technical field with three to five years of related stormwater experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Must obtain certification from the NPDES Institute or similar organization for IDDE Inspections/Certified Stormwater Inspections within 1 year of hire date.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of IDDE related inspections, GIS mapping tools and software are beneficial. Knowledge of the development process, stormwater infrastructure, hydrology and hydraulics are beneficial.
- Knowledge of hydrologic and hydraulics principles and understand water chemistry.
- Knowledge of hydrologic and hydraulic principles.
- Skills in communication.
- 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 in a supervisory capacity. 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 heavy work which requires the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involves some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (50-100 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 written and oral communication.

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.