

GARRETT COUNTY GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Stormwater Management Inspector
DEPARTMENT: Permits and Inspection Division
REPORTS TO: Director
FLSA STATUS: Non-Exempt

SUMMARY: This position is responsible for technical work involving inspections of active construction projects for compliance with the State of Maryland and Garrett County's Stormwater Management codes and ordinances as well as triennial inspections of existing stormwater facilities. This position also serves as the primary back up for other field inspections performed by the County's Permits and Inspections office.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Conducts construction and site inspections for compliance with site stormwater management, permits, and ordinances.
2. Meets with contractors, developers, and engineers to evaluate and discuss field construction issues.
3. Conducts triennial inspections of stormwater systems and best management practices, to make sure commercial sites are maintaining their stormwater management in accordance with the Garrett County Stormwater Management Ordinance. Write up inspection reports and follow up on properties requiring maintenance.
4. Responds to customer complaints or inquiries from internal/external customers regarding operation and maintenance of stormwater drainage issues.
5. Initiates communication with property owners, agencies, and communities regarding necessary maintenance needs, scheduling inspections, and follow-up visits. Makes recommendations to resolve operations deficiencies.
6. Provides other field inspections on an as-needed basis to assure compliance with the minimum building code and Garrett County Ordinances.
7. Covers duties of other staff in division when necessary.
8. Other duties may be assigned.

QUALIFICATIONS:

This position requires a solid understanding of the practical application of County ordinances, permitting processes, and associated State laws. This position also requires experience in computer applications including database management, information technology and systems. The successful candidate shall be able to read construction plans and have the ability to meet and work with the contracting community, engineers and the public. Good communication skills, both oral and written, and sound judgement, reasoning, and common sense will be necessary for this position.

EDUCATION and/or EXPERIENCE:

- ❖ High school diploma or equivalent or two-year college degree with knowledge of stormwater management, erosion and sediment control, plan review and the construction industry
- ❖ Ability to learn and participate in continuing education courses is essential due to advances in this field
- ❖ Computer experience in the use of word processing, spreadsheet, and database programs
- ❖ Experience in the building industry is a plus

LANGUAGE SKILLS:

Requires good communication skills, both written and oral, the ability to initiate and conduct meetings and to provide written reports and findings is also required.

CERTIFICATES, LICENSES:

Valid Driver's License

PHYSICAL DEMANDS:

Position requires both office and field work related to the permit approval and inspection of development activities.

WORK ENVIRONMENT:

Duties and responsibilities are performed primarily in the field with some office work required. The outside conditions will vary widely depending on weather conditions. At times, work will be performed in close proximity to moving equipment and vehicular traffic or be on uneven terrain.