

# Summit Soil and Water Conservation District Position Description

**Position Title:** Stormwater Inspector  
**Reports To:** District Program Administrator  
**Employment Status:** Full-Time/At-Will  
**Classification:** Non-Exempt

**Position Summary:** The stormwater inspector provides technical surface water management assistance by implementing soil and water conservation measures. The stormwater inspector executes stormwater management initiatives of the County and the Surface Water Management District (SWMD) as outlined in chapters 937, 941, 942 and 944 and other local community codes.

## **Essential Duties and Responsibilities:**

1. Provide MS4 services to local communities, the County and the Surface Water Management District (SWMD), provide information for their annual reports and attend meetings, as requested.
2. Implement a construction site inspection program, perform routine inspections, enforce local codes, coordinate meetings and enforcement to meet program goals, and close completed projects in a timely manner.
3. Implement a post construction inspection program, conduct inspections on stormwater control measures, coordinate findings with all parties and provide reports.
4. Implement a storm sewer outfall dry weather screening program for the County to reevaluate outfalls labels as “non-existing” or inaccessible, outfalls where illicit connects have been eliminated, and coordinate findings with the SWMD and/or sanitary sewer authority.
5. Implement Pollution Prevention and Good Housekeeping program, assist with updating facility plans, and conduct quarterly facility inspections and provide reports.
6. Assist with workshops, field days, tours or other stormwater program events related to erosion and sediment controls, stormwater management and quality, pollution prevention/good housekeeping and soil and water conservation.
7. Investigate and provide reports for agricultural pollution abatement complaints.
8. Other duties and responsibilities as assigned by the District Program Administrator (DPA).

**Additional Requirements and Duties:**

1. Demonstrate regular and predictable attendance.
2. Actively promote conservation initiatives and the mission of Summit Soil and Water Conservation District.
3. Meet all policies and procedures, job safety requirements, and maintain a clean, sanitized, and safe office environment.
4. Meet monthly with the DPA to discuss program updates and/or needs.
5. Attend training sessions, classes, meetings, or workshops as assigned by the DPA during or outside normal business hours.
6. Pursue continuous education and professional development opportunities as identified and directed.
7. Assists individuals, public and staff without regard to race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:**

An associate degree in conservation, natural resources, environmental science, construction science or other science related field, or a combination of education and work-related experience.

**LICENSURE OR CERTIFICATIONS:**

Candidates must have a valid Ohio Driver's License. The ability to obtain a CESSWI (Certified Erosion, Sediment and Stormwater Inspector) certification or another equivalent certification identified by the DPA within one (1) year of hire

**Language Ability:**

Ability to write routine reports and correspondence.

**Math Ability:** Ability to add and subtract, multiply, divide, and perform basic algebra.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing, spreadsheets, data base, Microsoft Office, Arcview/GIS software, graphics programs, and internet software along with computer maintenance is desired.

**Physical Demands:**

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. While performing the duties of this job the employee is required to speak, see, or hear. The employee must occasionally lift and/or move up 50 pounds and traverse rough, uneven, or rocky surfaces, bending, crouching, stooping, reaching or similar activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competency:**

To perform this job successfully, candidates for this position will require:

Learning Index - Ability to learn quickly and understand complex information without difficulty.

Verbal Skill - Ability to communicate effectively in a variety of settings. Verbal reasoning ability to analyze and make reliable interpretations of complex verbal information.

Numeric Reasoning - Ability to utilize numerical data in making decisions.

People Service - Ability to be motivated by helping others.

Energy Level - Ability to respond to demands on time.

Attitude - Ability to demonstrate a positive attitude, respect.

Independence - Ability to work independently, be self-motivated and have the ability to work remotely

Time Management - Ability to work efficiently and prioritize job tasks, be punctual and plan accordingly.

*This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.*

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Program Administrator

\_\_\_\_\_  
Date

*In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or*

*practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.*