



HUMAN RESOURCES DEPARTMENT  
POSITION DESCRIPTION

<b>TITLE:</b>	<b>Stormwater Inspector</b>	<b>LAST UPDATED:</b>	01/11/2017
<b>DEPARTMENT:</b>	Public Works	<b>JOB CLASS:</b>	
<b>REPORTS TO:</b>	Senior Stormwater Inspector	<b>FLSA DESIGNATION:</b>	Non-Exempt

**Summary:** Under the general supervision of the Senior Stormwater Inspector, the Stormwater Inspector performs compliance inspections related to stormwater ordinances and the MS4 permit. The Inspector shall be responsible for the oversight and inspection of structural and nonstructural Stormwater controls for construction and post construction activities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

#### **Essential Job Functions**

- Performs inspections of civil, residential and commercial construction sites on a regular basis to ensure that the projects are in compliance with stormwater ordinances and Best Management Practices (BMPs).
- Performs illicit discharge detection and elimination (IDDE) inspections, investigations, and enforcement,
- Inspects post construction stormwater BMPs for compliance, and takes enforcement action when necessary.
- Performs industrial site stormwater inspections.
- Informs developers, engineers, and contractors of any deficiencies or deviations from approved plans.
- Provides technical assistance to developers, engineers, property owners, operators, and contractors regarding installing and maintaining BMPs or stormwater ordinance violations.
- Documents Stormwater code violations and corrective actions, issues notices of violations, and follows up with warnings and notices to ensure compliance.
- Prepares inspection reports, documents corrective actions, and participates in any other enforcement processes and maintains records.
- Works with developers, engineers, contractors, citizens, property owners and business owners to correct Stormwater violations.
- Prepares work task for field crews to perform to comply with permit requirements.
- Responds to complaints from the public.
- Assists the Senior Stormwater Inspector with special duties and assignments when requested.

#### **Other Important Duties:**

- Travels to construction sites, meetings, conferences and training.
- Reviews grading & construction plans when Senior Inspector is unavailable.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

#### **Required Knowledge and Skills**

- Knowledge of the City Frisco policies and procedures.
- Knowledge of construction inspection techniques and procedures.
- Knowledge of construction materials and supply specifications and standards.
- Knowledge of building construction methods, practices and procedures.
- Basic knowledge of MS4 permits principles and concepts.
- Basic knowledge and skills related to IDDE.
- Skill in effective oral and written communications.
- Skill in reviewing, evaluating, and modifying construction plans.
- Skill in resolving customer complaints and concerns.
- Skill in enforcing applicable Federal, State and City construction codes and ordinances.
- Ability to use TRAKIT.
- Ability to interpret drainage reports, constructions plans, maps, and specifications as necessary.

- Ability to resolve issues and conflicts through working partnerships with citizens and HOAs.
- Ability to explain and enforce applicable, local, state and federal regulations.
- Ability to establish and maintain effective working relationships with city staff and the general public.
- Proficiency in the use of computers and related equipment, hardware and software.
- Ability to understand and comply with jobsite safety rules and regulations.
- Ability to work in a team environment.

**Preferred Education, Experience, and Certifications**

- High school diploma or GED equivalent **and** two (2) years experience of recent utility construction, planning, inspection or engineering design experience, or equivalent combination of education and experience.
- Must obtain become a Certified Compliance Inspector of Stormwater within one year.
- Must pass a pre-employment drug screen, physical agility test, criminal background check and motor vehicle records check.
- Must possess valid State of Texas Drivers License.

**Environmental Factors and Conditions/Physical Requirements**

- Work is performed in office and construction site environments.
- May be subject to exposure to dirt, pollen, temperature extremes, loud noises, heavy equipment, chemicals and fumes, infectious diseases, air and water borne pathogens, insects, snakes and rodents common to the construction or renovation of streets, sewers and drainage systems.

**Physical Demands**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.	X	Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.		Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	X
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 - color, depth perception, field of vision.	X
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	X

Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling - use upper extremities to exert force, haul or tug.		Walking - on foot to accomplish tasks, long distances, or site to site.	X

**Work Environment**

Work performed is primarily:

*(X = Primary type of work performed)*

<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

**Equipment and Tools Utilized**

- Equipment utilized includes a personal computer, copier, calculator, fax machine, other standard office equipment, cellular telephone, manhole key, measuring instruments, hand excavation tools, stormwater test kits and department vehicles.

Approved By:

  
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 Perry Harts, Stormwater Manager

01/11/2017  
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 Date

  
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 Shannon Allyn, Human Resources Generalist

01/11/2017  
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 Date