



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Senior Stormwater Inspector	LAST UPDATED:	April 1, 2014
DEPARTMENT:	Public Works	JOB CLASS:	
REPORTS TO:	Stormwater Administrator	FLSA DESIGNATION:	Non-Exempt

Summary: Under the general supervision of the Stormwater Administrator, the Senior 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. Compiles reports, written notifications, completes special projects and supervises and trains assigned staff.

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

- Assists Stormwater Administrator with administrative duties in the daily operations and supervision of Stormwater inspectors which includes assigning and reviewing projects, inspections and supervising assigned staff.
- Assists with selection process, supervision, training, counseling, discipline and performance evaluations and on-the-job training of Stormwater Inspection staff.
- Provides lead technical stormwater inspection guidance to stormwater inspectors, assigned staff, contractors, developers, and public.
- Performs inspections of residential and commercial construction sites on a daily 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 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 Stormwater Administrator with special duties and assignments when requested.

Other Important Duties:

- Travels to construction sites, meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.
- Assists in developing and implementing uniform procedures for stormwater inspections.

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.
- Knowledge of customer service practices and procedures.
- 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.
- Skill in mediating differences among contractors, developers, and inspectors.
- Skill in effectively leading and delegating duties to assigned staff.
- 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.

Preferred Education, Experience, and Certifications

- High school diploma or GED equivalent **and** four (4) years' experience of progressively responsible recent utility construction, planning, inspection or engineering design experience, or equivalent combination of education and experience.
- Must possess and maintain certification as a Certified Erosion, Sediment and Storm Water Inspector (CESSWI) within one year.
- Must pass a pre-employment drug screen, criminal background check, MVR check and post-offer physical agility exam.
- 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 repetitive motion such as typing, data entry and vision to monitor.
- May be subject to standing or walking for extended periods of time on rough terrain, climbing ladders, examining Stormwater drainage structures, bending, reaching, kneeling and lifting.
- 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.
- Moderate physical effort in light work, typically involving some combination of bending, stooping, lifting arms above head, kneeling, crouching and crawling; may involve some lifting, carrying, pushing and/or pulling or objects and materials of moderate weight (25 lbs).

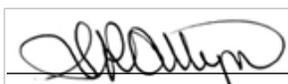
Equipment and Tools Utilized

- 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:

Signed by Perry Harts, Stormwater Administrator
Perry Harts, Stormwater Administrator

09/15/2014
Date



09/12/2014

Shannon Allyn, HR Generalist

Date