

**REQUEST TO CREATE NEW POSITION**

Monroe County, Indiana

Send this completed form Auditor's Office, Room 209, Monroe County Courthouse for PAC consideration. Please refer to the deadlines for PAC meeting agendas request items each month. Requests received after the monthly due date will be postponed to the following PAC meeting.

Department: Stormwater Management / Public Works

Date of Request: January 25, 2012

Name of Fund: Stormwater Utility

Position Line Number: To be assigned

Position Line Name: Stormwater Inspector

Salary Requested: \$38,200 Salary Granted: \_\_\_\_\_

Reason for Request (include a complete description of why request is being made)

Position serves as Stormwater Inspector for Stormwater Operations in the Monroe County Highway Department, responsible for assisting the Drainage Engineer/MS4 Operator with all aspects of Stormwater operations including maintenance and improvement of stormwater infrastructure, implementation of the County's stormwater quality management plan, and floodplain management. Incumbent reports directly to the Drainage Engineer/MS4 Operator and coordinates work with the Public Works Director / Highway Engineer and the Highway Superintendent.

Signature of Department Head: *Bill Williams*

Position Name: Public Works Director / Highway Engineer

Disposition of Request by PAC: \_\_\_\_\_

**IF THIS IS A NEW POSITION (NOT AN ADDITIONAL PERSON IN AN EXISTING JOB)  
PLEASE ATTACH A JOB DESCRIPTION FOR REVIEW BY THE PAC.**

**POSITION DESCRIPTION  
COUNTY OF MONROE, INDIANA**

**POSITION:** Stormwater Inspector  
**DEPARTMENT:** Highway  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** LTC (Labor, Trades and Crafts)

**DATE WRITTEN:** January 2012                      **STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. The County of Monroe provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

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**DUTIES:**

Coordinates with county departments, contractors, owners, and other interested parties to ensure that stormwater infrastructure is constructed according to approved plans and accepted practices.

Reviews sediment and erosion control plans.

Coordinates preconstruction meetings.

Provides information to the County Planning Department to assist with improvement location permits and land use certificates.

Verifies construction using as-built drawings provided in accordance with county ordinance requirements.

Assists in the preparation of information needed for the stormwater fee, including updating impervious surface data and coordination with Technical Services and other county offices as necessary.

Conducts inspections at critical construction stages and following rain events; including temporary and long term water quality and quantity practices.

Documents inspections with photos and monitors data such as settleable solids and reports findings. Follows up with report to owners and contractors.

Prepares monthly reports as required.

Conducts dry weather screening of outfalls.

Attends meetings and conferences pertaining to stormwater management and acquires applicable certifications.

Coordinates with permitting and enforcement functions in Planning and Legal and surety requirements in Highway.

Inspects storm drain installations in subdivisions for compliance with approved plans. Conducts on-site meetings with developer to mitigate problems.

Inspects for illicit discharge detection and elimination; dry weather screening and water quality monitoring.

Responds to drainage complaints assuring documentation is secured, and coordinates response with the appropriate public works personnel.

Responsible for assessment of BMP performance and BMP maintenance.

Assists with contractor workshops to provide educational opportunities relating to sediment and erosion control strategies, long term water quality practices, and permitting requirements.

Archives plans electronically.

Responsible for floodplain mapping, flood documentation and storm drain marking.

Assists with all other aspects of Monroe County's stormwater quality management plan, including public education and participation, illicit discharge detection and elimination, and setting a good example on county owned property and with county projects.

Assists equipment operators with stormwater infrastructure maintenance and improvement. Reports work progress and materials needed.

Assists with Community rating system.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

## **JOB REQUIREMENTS:**

High school diploma or GED.

Must be at least 18 years of age.

Working knowledge of ArcGIS or ability to acquire such skills.

Thorough knowledge of all legal requirements and specifications of with respect to drainage of construction projects, with ability to effectively review and approve project plans and assure proper inspection as needed.

Knowledge of stormwater quality management plan and clean water practices.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, engineering firms, developers, state agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate standard office equipment, including computer, printer, calculator, and telephone.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

Ability to occasionally work extended hours, evenings, and weekends, and travel out of town for conferences, sometimes overnight. Ability to occasionally respond to emergencies from off-duty status.

## **II. DIFFICULTY OF WORK:**

Incumbent develops criteria and ensures proper implementation, of stormwater design projects in accordance with general guidelines and applicable rules and regulations, exercising judgment to gain cooperation with various government agencies and assure compliance with all legal requirements. Incumbent's work involves a wide variety of engineering duties, often requiring careful consideration of new and/or unusual situations and circumstances.

**III. RESPONSIBILITY:**

Incumbent is responsible for ensuring sound stormwater design and for enhancing water quality in receiving streams to promote public health, safety, and welfare in conjunction with developers, consultants, and other agencies. General objectives of incumbent's work are known, with highly unusual and/or sensitive cases discussed with Supervisors as needed. Work is reviewed for soundness of judgment, effect on department goals/objectives, and compliance with applicable laws and legal requirements.

Incumbent reports directly to the MS4 Operation/Drainage Engineer.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication co-workers, other County departments, engineering firms, developers, state agencies, and the public for a variety of purposes, including responding to complaints, negotiating cooperation on projects, explaining and interpreting department policies and legal requirements, and assuring compliance with work standards and specifications.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in both a standard office environment and in the field, involving sitting/walking at will, sitting/walking/standing for long periods, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, crouching/kneeling/bending, reaching, close/far vision, color/depth perception, keyboarding, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects.

Incumbent occasionally works extended hours, evenings, and weekends, and travels out of town for conferences, sometimes overnight. Incumbent occasionally responds to emergencies from off-duty status.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Stormwater Inspector for the Monroe County Highway Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print name