



DEPARTMENT: Development Management/Environmental Division

NATURE OF WORK:

Entry level position requiring technical work in the oversight and inspection of site development for compliance with County's Erosion and Sediment Control Ordinance, Chesapeake Bay Ordinance, Stormwater Management regulations, Wetlands Ordinance, Virginia Department of Transportation road standards, and other environmental regulations. Performs technical work in planning and the construction of County environmental projects. Work is performed under the supervision of the Environmental Inspections Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs inspections of subdivision and site plan construction sites on a daily basis to ensure that projects are in compliance with County Environmental Ordinances, and approved plans. Informs developers, engineers, and contractors of any deficiencies or deviations from approved plans and specifications, and issues inspection reports documenting required corrective action. If corrective action is not accomplished, issues violation notices specifying corrective action required and participates in any other necessary enforcement proceedings.

With guidance and supervision, investigates Chesapeake Bay Preservation, Erosion and Sediment Control, and Wetlands Ordinances violations. Initiates enforcement actions, provides documentation for a case file, creates enforcement documents and works with other staff and the County Attorney to bring about a satisfactory resolution to the violation.

Reviews single-family site plans for compliance with County's Erosion and Sediment Control Ordinance, Chesapeake Bay Ordinance, Stormwater Management Regulations, and other applicable construction standards and regulations.

With guidance and supervision, reviews and evaluates and processes Wetlands Permit applications and submitted plans to ensure conformance with the County's Wetlands Ordinance. Presents assigned Wetlands cases along with staff recommendations to the James City County Wetlands Board. Provides technical support and guidance to the Wetlands Board. Conducts field inspections of proposed shoreline stabilization projects to ensure compliance.

Conducts field conferences and inspections with developers, contractors, engineers, homeowners groups, citizens, and planning and zoning personnel. Advises engineers, developers and contractors of any problems or conflicts for correction and develops corrective action plans.

Provides technical assistance to local developers, contractors, and engineers concerning the selection and installation of erosion and sediment control measures, and construction of stormwater management BMP (best management practice) facilities. Assists in the design of County initiated projects and provides advanced technical information for use in the design.

Maintains computer database of all inspections, project activity, enforcement actions.

Reviews site and subdivision plans and calculates subdivision and erosion control performance surety amounts. Assists in the review and preparation of permit, surety, siltation, and other required documents. Monitors progress of assigned projects and evaluates performance surety reduction requests accordingly.

Provides construction supervision and contract administration for special projects as County assigned including County construction projects, drainage improvement/repairs, and projects resulting from utilization of developer's performance surety.

Assists in the development of materials for and assists in conducting public education programs regarding environmental program areas.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Provides homeowners with assistance regarding drainage and erosion control problems, during construction as well as in established neighborhoods with existing homes.

Conducts final inspections of subdivisions and site developments to evaluate and process the release of erosion control and subdivision performance sureties.

Performs periodic inspections of stormwater BMPs and drainage structures to ensure the structures accomplish their intended function and are in conformance with County ordinances and approved plans. Advises engineers, developers, owners, and contractors of any problems or conflicts for corrections and develops corrective action plans.

Performs minor plan reviews, site analysis, and wetlands delineations.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Assists the Development Manager or County Engineer in collection of data required to evaluate stormwater management projects. Collects water samples and stream flow data on weekly/monthly basis for analysis. Compiles historical data on storm events for use in evaluating impact of future development.

Provides technical guidance to Homeowners, Homeowner Associations, Landowners and Developers on the requirements of the Chesapeake Bay Preservation Ordinance. Evaluates and makes determinations regarding requests for the removal of trees and other vegetation from within Resource Protection Area buffers without impacting their functional value. Delineates and verifies the existence of RPA buffers on lands within the County.

Performs additional work tasks as assigned and required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at various construction sites and BMP facilities located throughout the County. Drives County vehicle to work sites. Requires extensive walking, frequently over rough terrain. Duties are frequently performed outdoors in all weather conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the methods and techniques involved in the enforcement of County environmental ordinances and regulations.

Basic knowledge of hydrology, hydraulics, soil mechanics, geology, and computer modeling techniques.

Knowledge of the principles and practices of engineering as applied to construction of site improvement projects.

Knowledge of the principles, techniques, equipment, and products used in the control of erosion and sediment generated from construction sites.

Ability to communicate effectively, both orally and in writing.

Computer programs operating experience in : WordPerfect, Spreadsheet programs (Lotus, Excel, etc.), hydrologic and hydraulic packages.

Ability to establish effective working relationships with County officials, contractors, property owners, and the general public.

Ability to read and interpret blueprints, engineering plans, and specifications.

Ability to make accurate mathematical calculations.

Ability to maintain records and prepare clear and concise reports.

Ability to perform taxing physical activity, including walking, climbing, stooping, and bending.

MINIMUM QUALIFICATIONS:

Graduation from a high school or equivalent; Bachelor's Degree in engineering, hydrology; hydraulics, soil conservation, or related field preferred. Experience in engineering construction or soil conservation; contract administration: dealing with the public; enforcement of ordinances; and knowledge of computers, desirable; or any combination of education, and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Within 12 months of obtaining a Environmental Inspector I position, employee must obtain certification as an Erosion Control Inspector from the Department of Conservation and Recreation, or other acceptable certifications.

Must possess a valid Virginia driver's license and have an acceptable driving record based upon James City County's criteria.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Environmental Inspector I Position Number: 773

Department: Development Management Division: Environmental Division

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input checked="" type="checkbox"/> Other: <u>Use surveying equipment</u> |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift				✓			✓		
Push/Pull				✓			✓		
Hold/Carry				✓				✓	

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other needed for entry into drainage structures

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

- 1-2
- 2-3
- 3-4
- Other occasional need to climb into drainage structure - amount of steps varies
- Not essential to job function

Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓							✓	
Sit		✓							✓
Walk			✓						
Run	✓								

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- Essential to job function: These characteristics are necessary (Check all that apply)
 Peripheral vision
 Night vision
 Focus (distinctness or clarity)
 Color perception (discriminate between colors)
 Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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