



ENVIRONMENTAL INSPECTIONS SUPERVISOR

DEPARTMENT: Development Management/Environmental Division

DEFINITION OF WORK:

Performs advanced technical work in the oversight and inspection of site development for compliance with County's Erosion and Sediment Control Ordinance, Chesapeake Bay Preservation, and Wetlands Ordinances, Virginia Department of Transportation Road Standards, and other environmental regulations.

Supervises assigned personnel and performs related administrative duties. Plans, coordinates, and directs the Environmental Inspectors in the enforcement of various County Ordinances and implementation of various Environmental Division programs and policies.

Work involves the application of administrative and advanced technical skills to a variety of projects, programs, and assignments. Provides technical assistance to the Environmental Director and other County staff. Work is performed under the general supervision of the Environmental Director and the Chief Stormwater Engineer.

ESSENTIAL FUNCTIONS OF THE JOB:

Supervises assigned personnel involved in the inspections of subdivision and site plan construction sites to ensure compliance with the County's Chesapeake Bay Ordinance, Erosion and Sediment Control Ordinance, Stormwater Management Regulations, Wetlands Ordinance, and other Environmental Division programs and regulations. Duties include initiation of personnel actions such as hiring, performance evaluation, counseling, training, and correction. Provides for proper employee training, establishes training goals and objectives, and makes recommendations for staff training.

Reviews subdivision and 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.

Performs advanced inspections of subdivision, site and single family 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.

Assists Environmental Inspectors in cases of noncompliance with the County's environmental ordinances to expedite a resolution, minimize additional staff resources, and achieve uniform compliance. Ensures that engineers, developers, and contractors are advised of any problems or conflicts and assists in the development of corrective action plans. If corrective action is not accomplished voluntarily, issues violation notices specifying corrective action required and participates in any other necessary enforcement proceedings.

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, and enforcement actions.

Calculates and reviews erosion control and subdivision performance surety amounts. Assists in the review and preparation of permit, surety, siltation, and other required documents. Monitors progress of projects and approves the amount of any performance surety reductions, and authorizes permit renewals and releases.

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.

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. Responds promptly to citizens' questions, complaints, and concerns relating to their environmental and drainage concerns.

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

Provides technical and informational assistance to the development community and general public on Environmental Division Programs and enforcement procedures.

Coordinates and assigns Environmental Inspectors with certificate of occupancy and single-family inspection requests from Code Compliance.

Assumes inspection responsibilities of Environmental Inspectors in their absence.

Provides oversight and guidance to assigned staff on the implementation of new Division programs.

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

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work conditions 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 locations and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties require work in an office and at various construction sites 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. Operates computer keyboard and telephone.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of the principles and technical methods involved in erosion and sediment control, stormwater management, and construction standards and specifications.

Thorough knowledge of the principles and practices of engineering as applied to the construction of subdivisions and other sites.

Knowledge of word processing, spreadsheet, and database computer programs.

Ability to organize and supervise project assignments, to obtain and apply data, and to analyze and process such information.

Ability to coordinate and supervise the work of inspection staff.

Ability to communicate effectively, both orally and in writing.

Extensive knowledge of environmental laws, regulations, and ordinances.

Demonstrated ability to enforce environmental ordinances, laws, and regulations.

Ability to deal effectively with enforcement violations and noncompliance cases and expedite investigations and resolutions.

Advanced ability to interpret and comprehend complex blueprints, engineering plans, and specifications.

Ability to analyze complex problems and resolve them.

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:

High school diploma or equivalent, supplemented by college level courses in engineering, hydrology, hydraulics, soil conservation, some experience in engineering construction or soil conservation; experience in contract administration, dealing with the public, and knowledge of computers desirable, or any combination of education, and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

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

Requires post-offer drug test.

Date: June 2006
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Environmental Inspections Supervisor Position Number 775
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 checked="" 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.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other: <u>occasional need to climb into and out of structures during inspections</u> |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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