

Class Title
Position Number
Department
Division
Supervised By

Inspector I
773
Development Management
Engineering and Resource Protection
Inspector Supervisor

Nature of Work:

Performs responsible entry level technical position involved with performing compliance monitoring on private and County development projects in accordance with the County's Bay Act, erosion and sediment control, drainage standards, stormwater management and tidal wetlands programs.

Primary Duties:

- Performs preconstruction meetings associated with erosion and sediment control program requirements.
- Performs thorough compliance monitoring of erosion and sediment control measures, storm drainage and stormwater management facilities on construction and development projects across the County in accordance with approved plans and specifications and in accordance with Commonwealth of Virginia laws and regulations.
- Issues and tracks progress of issued land-disturbing permits within assigned territory.
- Computes, with supervision, performance surety on projects.
- Routine field monitoring of natural resources of the County.
- Review and process record drawings and construction certifications for storm drainage and management facilities.
- Responds to citizen inquiries about erosion and sediment control.
- Special assignments from the Inspector Supervisor.
- Performs other job-related duties as assigned.

Job Preparation Needed:

- Valid Virginia driver's license and an acceptable driving record.
- High school diploma or equivalent.
- Experience in engineering construction or soil conservation or related field preferred.
- Ability to obtain, within 12 months, a certificate of competence as an inspector from the Commonwealth of Virginia, Virginia Soil & Water Conservation Board.
- Basic knowledge of principles and practice of construction, erosion and sediment control, storm drainage, stormwater management, or soil conservation.
- Any equivalent combination of education and training in construction or environmental science or related field.

Post Offer Requirements:

- Credential check
- Driving record check
- Criminal history/sex offender check
- Drug screening

Introductory Period: for this position is six months.

Post Hire Requirements:

- Periodic driving record check.
- Must maintain required certifications and training.

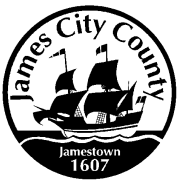
Job Locations and Conditions:

- Performs work primarily in the field on undeveloped property, construction, and development sites throughout the County and also in a professional office setting.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to a supervisor.
- May be required to report to work to serve customers during emergency conditions.

Career Ladder Class:

- This is entry level of a three step career ladder.
- Classes are Inspector I, Inspector II, and Inspector III.

Next Career Ladder Step: Inspector II



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Next Career Ladder Requirements:

- Satisfactory completion of introductory (initial or promotional) period.
- “Meets” or higher on last annual performance evaluation.
- Has not received a written reprimand or higher-level disciplinary action within the past 12 months.
- Funding of Career Ladders in Budget must have been approved by the Board of Supervisors.
- Certification from the Department Manager of completion of the requirements.

General Aptitudes and Physical Abilities

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs 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.

Mental Abilities:

- Must have general learning ability and the ability to “catch on” or understand instructions and underlying principles, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities:

- Speaking/Talking: Must have ability to understand meanings of words and ideas associated with them and to use them effectively, comprehend language to understand the relationship between words and to understand meanings of whole sentences and paragraphs, present information or ideas clearly, answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical:

- Must have ability to perform arithmetic operations quickly and accurately and to mentally perform accurate two digit calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities:

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects which may be used in tasks such as blue print reading and in solving geometry problems and as frequently described as the ability to “visualize” objects of two or three dimensions or to think visually of geometric forms.

Motor Coordination:

- Must have the ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed, to make a movement response accurately and quickly, to move the hands easily and skillfully, to work with the hands in placing and turning motions, to use telephone, calculator, copy machine, fax machine, manipulate computer keyboard and mouse, and survey or other field testing equipment.

Physical Demands:

- Strength: Must have the quality, state, or property of being strong, must have the power to withstand strain, force, or stress. Must be able to manipulate materials and/or equipment on occasion by lifting, push/pull, or hold/carry a weight of 15-20 lbs from ground to waist or from waist level and on a frequent basis hold/carry a weight of 15-25 pounds from ground to waist, from waist, or waist to shoulder, must be able to move up or mount by using hands or feet ladders within drainage type structures.
- Standing, sitting, walking, running: Must have ability to: frequently (0-1 hours/day) stand, frequently (3-5 hours/day) walk, frequently (1-3 hours/day) sit. Must be able to walk or run on flat and rough terrain.
- Stooping, kneeling, crouching, and/or crawling: Must have ability 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 5-20 times per day.
- Reaching, handling, fingering, and/or feeling: Must have ability 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 hands over 50 times per day.
- Seeing: Must be able to see to perceive or comprehend by the sense of sight and be able to focus with distinctness or clarity and determine color and depth perception.

Driving:

- Must have the ability to transfer or convey an automatic transmission type car, van, or small and medium truck.