

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	E706
FLSA:	N
WC:	7520
PG:	508
EEO:	3

CLASSIFICATION TITLE: **Stormwater System/IDDE Inspector**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist the Stormwater Utility Division in investigating and resolving stormwater issues in the City of Roswell; inspect Industrial Facilities, Highly Visible Pollutant Source facilities, and Municipal Facilities with a potential to discharge pollutants to the Municipal Separate Storm Sewer System (MS4) for compliance under the City issued MS4 Permit. This position also inspects and updates the inventory of the City owned MS4 System. Work is performed under the general supervision of the Stormwater Utility Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Compiles lists of all Industrial Facilities in the City limits issued permits by the State EPD. Compiles lists of locations throughout the City that are Highly Visible Pollutant Sources as well as all Municipal Facilities with a potential to discharge pollutants to the MS4. Performs Illicit Discharge Detection and Elimination (IDDE) inspections at these facilities.

Assists facilities in efforts to comply with the City IDDE Ordinance; issues Notices of Violation to facilities found in non-compliance with City IDDE Ordinance. Assists the Environmental Compliance officer complete investigations of these violations prior to the issuance of municipal citation(s) by the Environmental Compliance officer.

Inspects stormwater drainage systems in response to citizen complaints and/or problems identified by other staff and determines whether the complaint is a public or private property issue. Responds to citizens in writing regarding inspection findings and any remedial action to be taken by the City. Recommends remedial action to citizens in cases of private systems.

Educates residents on the purpose and maintenance of drainage easements. Serves as the main point of contact for any citizen or City employee drainage complaints. Identifies the need and opportunity for public education related to stormwater drainage.

Inspects 20% of the City inventoried drainage system on a rotating basis yearly. Inspections include structural issues as well as point of discharge ditch maintenance issues. Utilizes the GIS Collector App on a phone or other wireless device to update the MS4 system inventory.

Maintains, updates and prioritizes the Operations and Maintenance work order spreadsheet.

Generates work orders for the stormwater maintenance crew for repair of discrepancies found during inspections

Collects water samples during suspected sanitary sewer spills and in cases of other unintended or illegal discharge activities. Delivers water samples to the appropriate lab for analysis.

Collects water samples quarterly with the City of Alpharetta for the purpose of water quality monitoring.

Makes recommendations on various forms and equipment utilized in complaint resolutions. Supervision may be exercised over semiskilled and skilled personnel engaged in complaint investigation and resolution.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance. Disseminates information to various organizations and governmental agencies.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees; represents the department at community events.

Operates a personal computer and surveying equipment as necessary to complete essential functions.

Maintains knowledge of city policies and procedures related to stormwater infrastructure and maintenance.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associates degree or higher in a science or technical field with three to five years of related stormwater experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must obtain certification from the NPDES Institute or similar organization for IDDE Inspections/Certified Stormwater Inspections within 1 year of hire date. Must possess and maintain a valid Georgia driver's license.

Knowledge of IDDE related inspections, GIS mapping tools and software are beneficial. Knowledge of the development process, stormwater infrastructure, hydrology and hydraulics are beneficial. Must have good working knowledge of hydrologic and hydraulics principles. Must understand water chemistry.

PERFORMANCE APTITUDES

Specific Knowledge, Skills, or Abilities: Must have strong communication skills. Requires knowledge of hydrologic and hydraulic principles. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion with recommended actions, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity. Requires regular interaction with the public. Must be able to manage potentially rude/irate customers.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to use a computer. May require use of surveying equipment.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-25 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors, taste, odor, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature extremes, hazardous materials, toxic agents, animal/wildlife attacks, water hazards, pathogenic substances, or rude/irate customers.

The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.