

**POSITION:** Resource Inspector  
**CODE:** 2103  
**FSLA:** Non-Exempt

**DEPARTMENT:** Public Works  
**GRADE:** 116  
**DATE:** 10/18

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**Position Summary:** Working under the general direction of the Chief of the Stormwater Management Division, this position performs a variety of skilled professional and technical duties involved in the inspection, enforcement and administration of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. This position will be responsible for interpretation and enforcement of local, state and federal laws related to stormwater management, illicit discharge detection and elimination (IDDE), and erosion & sediment control. This position will also assist in the education of citizens on topics associated with water quality improvement as well as the preparation, development and review of inspection reports, public outreach materials and responding to citizen inquiries and complaints.

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**Essential Duties and Responsibilities:**

1. Assists with the development and implementation of stormwater program activities associated with minimum control measures contained in the County's MS4 permit;
  2. Supports and performs stormwater and IDDE inspections, makes maintenance recommendations and creates/updates inspection documentation to ensure compliance with County ordinances and regulations;
  3. Initiates communication with property owners, contractors, community associations and others regarding maintenance requirements, scheduling of inspections and follow-up visits of swm facilities;
  4. Provides technical assistance regarding water quality improvement and related county codes to property owners, builders, contractors, the general public and other agencies/Departments;
  5. Coordinates the planning, production and execution of outreach events including creating publications and coordinating volunteer participation activities to a variety of age groups;
  6. Prepares, designs and coordinates educational and informational presentations and materials for brochures, webpages, social media posts and displays;
  7. Provides presentations to public, staff, volunteers and other stakeholder groups to foster understanding of County stormwater program goals;
  8. Assists in the planning, construction inspection & management of water quality improvement projects;
  9. Conducts a variety of GIS exercises, including collection & modification of existing data;
  10. Responds to and documents customer complaints and inquiries;
  11. Establishes and maintains cooperative working relationships with residents, contractors, public officials and other agencies & stakeholders;
  12. Attends workshops, conferences and other trainings for continued professional development;
  13. Performs other duties as instructed and assigned.
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**Knowledge, Skills, and Abilities:**

1. Knowledge of NPDES municipal stormwater permitting requirements;
2. Working knowledge of principles, practices and planning of stormwater management (e&s, structural controls, bmp's, spill response, etc...) and knowledge of construction materials, methods and equipment;
3. Ability to communicate clearly and effectively, both orally and in writing;
4. Ability to read and interpret engineering plans and specifications;
5. Ability to establish and maintain effective working relationships with developers, contractors, citizens and coworkers while enforcing codes with firmness, tact, impartiality and diplomacy;
6. Ability to plan, prioritize and organize work and complete assignments with minimal supervision; while also working cooperatively as part of a team;
7. Ability to present to a wide variety of audiences with varying levels of expertise;
8. Experience with ArcGis and Microsoft Office products (Word, Excel, Access & PowerPoint)

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**Education and Experience:**

1. Bachelor's Degree in an applied or natural science preferred; or,
2. Associates Degree in construction/project management, physical science or a related field, plus two (2) years of related experience; or,
3. High School graduate or equivalent, plus four (4) years of related experience;
4. Related experience should include one (1) year experience in a public contact position and one (1) year experience with construction contractors;

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**Certificates, Licenses and Registrations:**

1. Possession of a valid driver's license.
2. Must obtain State of MD Responsible Personnel Certification within 6-months of employment.

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**Probationary Period:**

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this position will be contingent upon successful completion of the probationary period.

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**Examination Process:**

1. Evaluation of training and experience.
2. May require submission of a writing example during the interview process.
3. One (1) or more interviews.
4. Medical history review.
5. Drug test.

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**Physical and Environmental Conditions:**

This position is typically performed in an office (while sitting at a desk or table) and in the field, including walking in woods or brush, walking over sloped or uneven terrain, and walking and working in and near roadways. This position may be exposed to insects, noxious vegetation, traffic, noise, construction machinery, dust, dirt and inclement weather. Work may require the use of personal protective equipment such as hard hats, safety boots, gloves, long-sleeved shirts and/or long pants. This position may occasionally lift light or heavy objects and may work with equipment requiring a high degree of dexterity.

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**Conditions of Employment:**

1. Employee may be classified as Essential Personnel during emergency situations.
2. Employee may be required to work in the Emergency Operations Center (EOC) as a Department liaison when the EOC is activated.
3. This position must maintain all required certifications throughout employment.

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**Other Information:**

1. This is a Full time position.
2. Position will require occasional meetings outside of the normal business hours/days.
3. Employee may occasionally be expected to assist with special events outside normal working hours.
4. Work is performed Monday through Friday during normal business hours.
5. Work is subject to deadlines and frequent interruptions.

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The above job description is not intended as, nor should it be constructed as exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.