



## Environmental Permits Engineer Environmental Management

EM/6-426

### JOB SUMMARY

This position is responsible for providing engineering support in the implementation of the County's Watershed Management and Stormwater permit programs, for managing the County's geographic informational system (GIS) for Environmental Management and for conducting and documenting inspections of single family development sites.

### MAJOR DUTIES

1. Manages the Storm Sewer Inspection Program. Coordinates all stormwater infrastructure inventory and re-inspections. Provides GIS software support for this program. Responsible for quality assurance and control of field data collection and database updates.
2. Implements all environmental permitting best management practices for Fayette County National Pollutant Discharge Elimination System and Metropolitan North Georgia Watershed Planning District permits. Implements Impaired Water Monitoring and Implementation Plan. Prepares annual reports.
3. Responds to customer service inquiries about development, subdivision regulations, stormwater, and environmental concerns and performs subsequent field investigations; documents and tracks all customer service inquiries.
4. Conducts and documents inspections of development sites and construction projects to determine compliance with approved plans, applicable laws, ordinances, standards, practices, rules, and regulations associated with land disturbance activities.
5. Explains regulations, ordinances, and corrective requirements to builders, developers, contractors, property owners, and the general public.
6. Assists in public education, outreach, and involvement programs required for the North Georgia Watershed Planning District and the National Pollutant Discharge Elimination system permits.
7. Maintains current knowledge of all applicable laws, policies, and procedures relative to street design, erosion, sedimentation, pollution control, stormwater management and other relevant environmental programs to ensure proper enforcement of land disturbance activities in the county.
8. Maintains work order database; checks for consistency and input errors.
9. Prepares and maintains accurate records and reports.
10. Operates CADD and GIS computer software, geographic positioning satellite (GPS) data collectors, and basic surveying equipment.
11. Performs data audits and implements quality control measures and processes to ensure data accuracy.
12. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of GIS concepts and principles.
2. Knowledge and skill in the operation of GIS equipment, including computer hardware plotter/printer setup, and GPS.
3. Knowledge and skill with GIS project management, preferably with local government.
4. Knowledge of erosion, sediment, and pollution control.
5. Knowledge of the goals and objectives of the Environmental Protection Agency and Georgia Environmental Protection Division watershed protection programs.
6. Knowledge of relevant federal, state, and local laws.
7. Knowledge of computers and job related software programs.
8. Skill in reading and assessing construction drawings, specifications, and plats.
9. Skill in the interpretation and application of regulations and standards.
10. Skill in public and interpersonal relations.
11. Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The Assistant Environmental Management Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include federal, state, regional, and local laws, codes and polices related to environmental protection, transportation, safety, building, and development and technical manuals and policy paper issued by professional organizations and federal agencies. These guidelines require judgment, selection, and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied GIS and inspection duties. Frequent changes of data collection software and permit regulations contribute to the complexity of the position.
- The purpose of this position is to provide support in the implementation and compliance of the of the county's Watershed Management and Stormwater environmental permit programs and for managing the county's GIS data for Environmental Management and Public Works departments. Success in this position contributes to the County's compliance with state and federal regulations.

## **CONTACTS**

- Contacts are typically with other county personnel, engineers, surveyors, architects, contractors, developers, elected and appointed officials, environmentalists, civic organizations, planners, realtors, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; or provide customer service.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- This position requires moderate to high strength, dexterity and endurance. Typical activities include traversing undeveloped land through undergrowth, inspecting stormwater infrastructure (pipes, manholes, bridges, detention ponds, etc.) and having extended periods of field work on construction sites. Applicants should be capable and comfortable of lifting, carrying, setting weights up to 80 pounds such as removing and replacing manhole lids.
- The work is typically performed in an office or outdoors working across the range of year-round temperatures which may expose the employee to inclement weather.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment. Must obtain Georgia Soil and Water Conservation Commission Level 1B Qualified Inspector certification within six (6) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of Bachelor of Science in civil engineering, environmental engineering, environmental science, or similar degree.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for two to four years. GIS software database management and administration experience is required.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.
- GIS Professional is preferred.