



Environmental Technician Environmental Management

EM/7-427

JOB SUMMARY

This position is responsible for conducting and documenting inspections of development sites and construction projects and assists in the Storm Sewer Inspection Program.

MAJOR DUTIES

1. 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.
2. Explains regulations, ordinances, and corrective requirements to builders, developers, contractors, property owners, and the general public.
3. Conducts re-inspections.
4. 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.
5. 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.
6. Assists in the Storm Sewer Inspection Program, including inspecting all stormwater infrastructure inventory and conducting re-inspections.
7. Monitors, inspects, and reports on county projects.
8. Prepares and maintains accurate records and reports.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of erosion, sediment, and pollution control.
2. Knowledge of the plan review process.
3. Knowledge of the principles of road construction.
4. Knowledge of the principles of infrastructure installation.
5. Knowledge of surveying.
6. Knowledge of applicable laws, policies, and procedures relative to street design, erosion, sediment, pollution, and stormwater management.
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 general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state erosion and sediment control regulations; the state stormwater management manual; county development regulations; and other laws, ordinances, standards, practices, rules, and regulations related to land disturbance activities. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related technical duties. Strict regulation implementation contributes to the complexity of the position.
- The purpose of this position is to conduct and document inspections to determine compliance with ordinances, standards, and regulations. Success in this position contributes to the enforcement of county regulations.

CONTACTS

- Contacts are typically with other county personnel, developers, builders, property owners, citizens' groups, homeowners' association members, students, co-workers, state agents, and members of the general public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

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 lifting, carrying and 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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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 one to two years.
- Ability to use Microsoft Office 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.