



POSITION TITLE: ENVIRONMENTAL PLANNER/INSPECTOR I
CLASS DESCRIPTION, 2019
POSITION NUMBER:
STATUS: NON-EXEMPT
JOB FAMILY:

GENERAL DESCRIPTION OF DUTIES

Under general direction of the Environmental Program Director, this positions provides technical advice; performs professional work involving the review of plans, issuance of permits, the inspection of sites, and other tasks to assure compliance with County ordinances relating to erosion and sediment control, storm water management, tidal wetlands, the Chesapeake Bay Preservation Act, and other laws and regulations. Interpersonal contacts are within and outside the organization and require considerable tact and persuasion to obtain consent, approval and cooperation. Problems encountered are both routine in nature and non-routine. Recommendations should be prepared and presented in a professional manner via written report format, oral presentations in meetings or verbal through phone and personal contact, for those situations not covered by guidelines or are unprecedented. a Performs related work as required. The omission of specific duties does not preclude supervisor from assigning duties that are logically related to the position.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class.

EXAMPLES OF ESSENTIAL FUNCTIONS

Responds to calls from contractors, homeowners, and developers regarding the County's Environmental and Erosion and Soil (E&S) Control Program and permit compliance; prepares and processes Environmental/ E & S control/ land disturbance permit applications, correspondence to applicants and those with permits, notices to comply, notices of violation, stop work orders, and control permit reports.

Conducts field inspections of sites on a routine basis; informs responsible party of any problems or deviations from approved plans and advises corrective action. If corrective action is not accomplished voluntarily, issues notices to comply specifying corrective action required and participates in any other necessary enforcement proceedings.

Assists the Environmental Program Director in the administration of the Erosion and Sediment Control Ordinance, the Chesapeake Bay Preservation Ordinance, the Storm Water Management Ordinance, and the Wetlands ordinance.

Regularly exercises technical judgment and discretion based on familiarity with a wide variety of regulations, policies, and procedures.

Receives, reviews, and evaluates site plans, Erosion and Sediment Control Plans, and Storm Water Management Plans and documents to determine general completeness and conformance to a broad range of submittal requirements and compliance with environmental ordinances.

Conducts field conferences and inspections with developers, contractors, engineers, homeowner associations, citizens, and planning and zoning personnel.

Uses and helps maintains a computer database of all permits, inspections, project activities and enforcement actions.

Testifies in Court as necessary on code violation cases.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

The County of Accomack is committed to a diverse and inclusive workplace

Responds to inquiries via phone, fax or email

Represents the department or the Environmental Director in meetings, conferences, and general public settings as requested.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associates degree with major coursework in drafting, surveying, civil engineering or closely related field; supplemented by one (1) to three (3) years previous experience and/or training reading and interpreting engineering drawings and writing technical letters and reports; or an equivalent combination of education, training, and experience.

PREFERRED TRAINING AND EXPERIENCE

Graduation from an accredited college or university with major concentration in Civil Engineering, Environmental Science, or related field, supplemented by five (5) years previous experience or any equivalent combination of acceptable education and experience determined to be sufficient to perform the essential functions listed above. The designation of Combined Administrator Certification in both Storm Water Management and Erosion/Sediment Control is preferred.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate in both written and oral communications with colleagues and the community in a professional manner; prepare and process correspondence to landowners, permit holders, and inter- and intra-departmental staff.
- Ability to exercise analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives; identify or assist in identification of alternative solutions to issues or situations.
- Ability to implement decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors; seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.
- Ability to maneuver a construction site.
- Ability to utilize a variety of advisory data and information, such as computer manuals, zoning and subdivision ordinances, state code, CBLAD Local Assistance Manual, maps, and plats.
- Knowledge of environmental principles, practices, laws, ordinances, standards, and regulations of storm water and sediment control ordinances such as Erosion and Sediment Control, Chesapeake Bay Preservation, Storm Water Management and Wetlands.
- Ability to maintain up-to-date information and renew certifications through the Virginia Department of Environmental Quality
- Knowledge of County and State
- Knowledge of the methods, procedures and policies of Accomack County as such pertain to the performance of the essential duties of the E & S Control Inspector and storm water inspector.
- Knowledge of terminology and related professional languages used within the department as such pertains to work responsibilities.
- Knowledge of construction codes and regulations.
- Knowledge of data input and record keeping.
- Knowledge of the American Institute of Certified Planners Code of Ethics and Professional Conduct

SPECIAL REQUIREMENTS

Possession of the Virginia Department of Environmental Quality's Erosion and Sediment Control Inspector Certification and Inspector Certification in Storm Water Management Combined Administrator Certification is preferred. If not certified, a commitment to obtain this certification within 18 months of employment is required. The

incumbent shall maintain this certification and participate in additional/ongoing training as mandated by the Virginia Department of Environmental Quality. Basic computer hardware and software proficiency.

Possession of a valid driver’s license. Satisfactory completion of a background check, DMV records check and drug screening prior to employment. Annual DMV records check thereafter.

PHYSICAL DEMANDS

Physical Strength for this position is indicated below with an “X”

<u>Sedentary</u>	<u>Light</u>	<u>Medium</u> <u>X</u>	<u>Heavy</u>	<u>Very Heavy</u>
<u>Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.</u>	<u>Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.</u>	<u>Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.</u>	<u>Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.</u>	<u>Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.</u>

Physical Demands for this position are indicated below:

<u>C</u> <u>Continuously</u> <u>2/3 or more of the time.</u>	<u>F</u> <u>Frequently</u> <u>From 1/3 to 2/3 of the time.</u>	<u>O</u> <u>Occasionally</u> <u>Up to 1/3 of the time.</u>	<u>R</u> <u>Rarely</u> <u>Less than 1 hour per week.</u>	<u>N</u> <u>Never</u> <u>Never occurs.</u>	<u>D</u> <u>Daily</u>	<u>W</u> <u>Several Times Per Week</u>	<u>M</u> <u>Several Times Per Month</u>	<u>S</u> <u>Seasonally</u>	<u>N/A</u> <u>Not Applicable</u>

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

<u>-Physical Demand-</u>	<u>-Frequency-</u>	<u>-Brief Description-</u>
<u>Standing</u>	<u>D</u>	<u>Making Presentations, Communicating with co-workers, Inspecting sites. Field conferences</u>
<u>Sitting</u>	<u>D</u>	<u>Desk work, Meetings, Inspecting sites. Field conferences</u>
<u>Walking</u>	<u>F</u>	<u>To other departments/offices/office equipment/on site</u>
<u>Lifting</u>	<u>O</u>	<u>Supplies, Equipment, Machinery, Tools, Power tools</u>
<u>Carrying</u>	<u>O</u>	<u>Supplies, Equipment, Machinery, Tools, Power tools</u>
<u>Pushing/Pulling</u>	<u>O</u>	<u>Equipment; Survey markers</u>
<u>Reaching</u>	<u>O</u>	<u>For supplies, equipment</u>
<u>Fine Dexterity</u>	<u>C</u>	<u>Computer Keyboard, Telephone pad, Mobile Device pad, Digital camera, Global Positioning Unit (GPS)</u>
<u>Kneeling</u>	<u>O</u>	
<u>Crouching</u>	<u>O</u>	
<u>Crawling</u>	<u>R</u>	
<u>Bending</u>	<u>R</u>	<u>Filing in lower drawers, Retrieving items from lower shelves/ground,</u>
<u>Twisting</u>	<u>R</u>	
<u>Climbing</u>	<u>R</u>	
<u>Balancing</u>	<u>R</u>	
<u>Vision</u>	<u>C</u>	<u>Reading, Computer screen, Driving</u>
<u>Hearing</u>	<u>C</u>	<u>Communicating via telephone/radio, to co-workers/public</u>
<u>Talking</u>	<u>C</u>	<u>Communicating via telephone/headset, to co-workers/public</u>
<u>Foot Controls</u>	<u>W</u>	<u>Driving</u>
<u>Other (specified if applicable)</u>	<u>N/A</u>	<u>N/A</u>

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, & HARDWARE:

PC, Servers, Printers, Scanners, Microsoft Office Suite, Outlook (email), Adobe Acrobat, Internet Browsers, tablet, copier, Global Positioning Unit (GPS), mobile device, digital camera.

ENVIRONMENTAL FACTORS:

<u>C</u> Continuously	<u>F</u> Frequently	<u>O</u> Occasionally	<u>R</u> Rarely	<u>N</u> Never	<u>D</u> Daily	<u>W</u> Several Times Per Week	<u>M</u> Several Times Per Month	<u>S</u> Seasonally	<u>N/A</u> Not Applicable
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<u>-Health and Safety Factors-</u>	
<u>Mechanical Hazards</u>	<u>R</u>
<u>Chemical Hazards</u>	<u>R</u>
<u>Electrical Hazards</u>	<u>R</u>
<u>Fire Hazards</u>	<u>R</u>
<u>Explosives</u>	<u>N</u>
<u>Communicable Diseases</u>	<u>R</u>
<u>Physical Danger or Abuse</u>	<u>R</u>
<u>Other</u>	<u>N/A</u>

<u>-Environmental Factors-</u>	
<u>Respiratory Hazards</u>	<u>R</u>
<u>Extreme Temperatures</u>	<u>S</u>
<u>Noise and Vibration</u>	<u>O</u>
<u>Wetness/Humidity</u>	<u>O</u>
<u>Physical Hazards</u>	<u>R</u>

NON-PHYSICAL DEMANDS:

<u>F</u> Frequently From 1/3 to 2/3 of the time	<u>O</u> Occasionally Up to 1/3 of the time	<u>R</u> Rarely Less than 1 hour per week	<u>N</u> Never Never occurs	<u>N/A</u> Not Applicable
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<u>-Description of Non-Physical Demands-</u>	<u>-Frequency-</u>
<u>Time Pressure</u>	<u>F</u>
<u>Emergency Situation</u>	<u>R</u>
<u>Frequent Change of Tasks</u>	<u>F</u>
<u>Irregular Work Schedule/Overtime</u>	<u>O</u>
<u>Performing Multiple Tasks Simultaneously</u>	<u>F</u>
<u>Working Closely with Others as Part of a Team</u>	<u>F</u>
<u>Tedious or Exacting Work</u>	<u>O</u>
<u>Noisy/Distracting Environment</u>	<u>O</u>
<u>Other</u>	<u>N/A</u>

PRIMARY WORK LOCATION:

<u>Office Environment</u>	<u>X</u>	<u>Vehicle</u>	<u>X</u>
<u>Warehouse</u>		<u>Outdoors</u>	<u>X</u>
<u>Shop</u>		<u>Other</u>	
<u>Recreation/Neighborhood Center</u>			

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Supervisor's Signature

Date

Date

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