



## City of Irving Job Description

### Senior Environmental Compliance Inspector

---

<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Capital Improvement Program (CIP)
<b>Job Code:</b>	U312	<b>Reports To (Job Title):</b>	MDU Programs Supervisor

---

#### **PURPOSE**

To enforce federal, state, and local laws and regulations that pertain to all aspects of the Clean Water Act, and to perform technical duties, which include sampling, monitoring, and inspecting stormwater. To take on a lead role in tracking, scheduling, inspections and enforcement of several programs including the SWPPP (Stormwater Pollution Prevention Plan) program, post-construction program, and the pollution prevention and good housekeeping program; participate in other technical and professional work of the Municipal Drainage Utility (MDU) Division of the Capital Improvement Program (CIP). This position supports the City's TPDES (Texas Pollutant Discharge Elimination System) stormwater permit.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Conduct inspections of active construction sites to ensure compliance with federal, state and local regulations and ordinances.
- Document site findings and conduct enforcement actions to maintain compliance with Stormwater Pollution Prevention Plan guidelines.
- Inspect and maintain compliance with Pollution Prevention and Good Housekeeping Programs for municipal facilities.
- Issue citations and notices of violation (NOV) as a sworn officer of the City of Irving and the State of Texas.
- Assist with the Feral hog Management program.
- Enforce regulations regarding illicit discharges.
- Conduct, document, and track post-construction inspections for new development and redevelopment.
- Guide and provide expertise to the Environmental Compliance Inspector for complex or joint projects.
- Assist with water and soil sampling, implementation of the Total Maximum Daily Load (TMDL) Program, and the Bio-Assessment Program.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist with resident concerns involving stormwater.
- Assist or cross-train with other members and functions of the MDU.
- Attend trainings and relevant internal and external meetings.
- Collect samples and calibrate analytical equipment.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 1-3 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

None.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade *plus* some related college or vocational training.

### **EXPERIENCE**

- A minimum of three (3) years of public works construction project experience is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid state-issued driver's license.
- Appropriate water and wastewater certifications from the Texas Commission on Environmental Quality (TCEQ).
- Railroad Safety certification, or ability to obtain within one (1) year of hire.
- OSHA 30 Hour Construction Certification, or ability to obtain within one (1) year of hire.
- Qualified Compliance Inspector of Stormwater (QCIS) or similar certification within 6 months of hire.

### **KNOWLEDGE OF**

- Environmental Laws and Regulations: Federal, state, and local environmental laws and the ability to apply current information to given situations.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City, *which may be utilized alternatively on a tablet or workstation*.
- Inspection Practices: Following guidelines for evaluating condition of equipment, work environments, and condition of infrastructure.
- Stormwater BMPs: Optimal conditions, specific limitations, and maintenance procedures.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstances.

- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Public Works Construction: Engineering and other materials, methods, laws, and tools to safely and accurately complete public works construction projects.

## **SKILLS AND ABILITIES IN**

- Functional Supervision: Motivating, developing, and directing people as they work.
- Identification of Key Causes: Identifying the causal factors that must be changed to achieve a goal.
- Active Listening: Effectively structuring questions, answering, and listening interactions, which involves asking questions appropriate to understand information or ideas presented.
- Oral Expression: Communicating information or ideas in speaking so others will understand. This includes communicating construction status and issues to a variety of people, ranging from the general public to construction contractors, professional, technical, and non-technical personnel.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Technical Comprehension: Reading and understanding engineering blueprints, drawings, and specifications.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Applied Problem Solving: Dealing with problems involving multiple concrete variables in standardized situations.
- Self-Management: Working independently and with minimal supervision.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.

## **GUIDANCE RECEIVED**

### **Direction and Varied Methods**

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered. Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

## **CONTACTS**

Frequently, this position interacts with colleagues throughout the organization up to the level of the City Engineer, and occasionally department directors. Externally, it engages with citizens, as well as, outside organizations on the city's behalf.

## **EQUIPMENT AND PROPERTY**

This position utilizes a vehicle, tablet, workstation, cubicle, and water and soil testing and monitoring equipment, along with other standard office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, and smell. Frequently, s/he is required to balance, drive a vehicle, grasp, handle, feel, lift up to 10 pounds, sit, stand, stoop, talk, and/or walk. Occasionally, s/he is required to carry, climb, crawl, lift up to 50 pounds, kneel, pull, push, and/or reach. In rare instances, s/he must run. Specific vision abilities required by this job include close vision and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to outside weather conditions, a dirty environment, traffic, moving mechanical parts, air contamination, and/or noise. Occasionally, s/he is exposed to stress, improper illumination and toxic and/or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate to loud.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.