



Outreach and Inspection Coordinator Environmental Management

EM/8-436

JOB SUMMARY

This position is responsible for assisting staff in the implementation of programs required for compliance with development regulations and state environmental permits; review of building permit applications and elevation certificates; determining flood plains and answering and tracking customer service requests.

MAJOR DUTIES

1. Responds to customer service inquiries about the development and subdivision regulations and performs subsequent field investigations; documents and tracks all customer service inquiries; makes State Water determinations.
2. Coordinates public education, outreach and involvement programs required for the North Georgia Watershed Planning district and the national Pollutant Discharge Elimination system permits.
3. Assists in implementation of the Impaired Water Monitoring and Implementation Plan, the Illicit Discharge Detection and Elimination Employee Pollution Prevention Program and preparation of the annual National Pollutant Discharge Elimination system report.
4. Explains regulations, ordinances and corrective requirements to builders, developers, contractors, property owners and the general public.
5. Processes and tracks building, land disturbance and erosion control permits; makes floodplain determinations.
6. 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.
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 infrastructure installation.
4. Knowledge of surveying.
5. Knowledge of state and County regulations, department policies and procedures.
6. Knowledge of computers and job-related software programs.
7. Skill in reading and assessing construction drawings, specifications, and plats.
8. Skill in the interpretation and application of regulations and standards.
9. Skill in public and interpersonal relations.
10. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Environmental Management Specialist 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. Frequent interruptions and strict regulation implementation contribute to the complexity of the position.
- The purpose of this position is to provide technical and administrative support for a variety of department operations. Success in this position contributes to the efficiency of department operations.

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

- The work is typically performed while sitting at a desk or table; intermittently sitting or standing; or outdoors. The employee occasionally lifts light objects. Typical outdoor activities include traversing undeveloped land through undergrowth.
- The work is typically performed in an office or outdoors working across a range of year-round temperatures that may expose the employee to inclement weather. Applicants should be capable and comfortable of lifting, carrying, setting weights up to 80 pounds such as removing and replacing manhole lids.

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 workplace 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.

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- 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.
- 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.