

## **Stormwater Inspector**

The City of Bryant is accepting applications for **Stormwater Inspector**. Salary for this position is \$28,596 - \$35,745. Applications may be completed online at [www.cityofbryant.com](http://www.cityofbryant.com) or picked up at the Human Resource Department at 210 S.W. 3<sup>rd</sup> Street, Bryant, AR 72022. A city application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., September 9, 2022 or until filled. The City of Bryant is an Equal Opportunity Employer.

*This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.*

### **GENERAL DESCRIPTION OF POSITION**

Duties include performing activities that help the City of Bryant stay in compliance with the six requirements of the MS4 permit issued through the Arkansas Department of Environmental Quality (ADEQ) as mandated by the Environmental Protection Agency's(EPA) Clean Water Act. This position also helps with the maintenance, repair and construction of the stormwater systems throughout the City of Bryant.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Perform Construction Site Stormwater Runoff Control inspections. This activity involves doing construction site inspections to ensure new construction operates using best management practices or guidelines of ADEQ that protect the Waterways of the State. This can involve using enforcement actions for violations of the Stormwater Ordinance including issuing Violation Notices and Stop Work Orders. It also involves completion of inspection forms detailing findings from inspections.
2. Perform Post Construction Runoff Control inspections of construction sites, industrial/commercial sites, and stormwater systems. This activity involves inspecting construction sites after project is at or near completion to confirm ground stabilization, clean up, and that stormwater systems are functioning properly. On-going inspections of permanent stormwater systems such as basins are also performed on a continuous, routine basis.
3. Perform Public Education and Outreach activities such as training contractors/builders; commercial business operators; and the public in general about Best Management Practices (BMPs) and pollution prevention. Duties performed include training construction site people, canvassing neighborhoods or talking to people at public meetings and training sessions.
4. Perform Illicit Discharge Detection and Elimination/Dry Weather Screening. Activity involves responding to calls and complaints of illicit discharges and in general trying to regulate and prevent acts of illicit discharge through observation and interaction with the public. Dry Weather Screening is annual, routine inspections of stream and creek beds during dry weather to detect signs of illicit discharge. This involves completion of inspection forms detailing findings.

5. Perform Pollution Prevention and Good Housekeeping for Municipal Operations. Involves routinely inspecting municipal, city owned buildings, facilities, grounds and operations to make sure Best Management Practices are in place and being followed. This involves completion of inspection forms detailing findings and conducting training sessions for City personnel.
6. Assist with public involvement and participation which involves facilitating interactive meetings with contractors, builders and the general public for the purpose of pollution prevention education.
7. Perform inspection and maintenance of city owned and/or controlled stormwater systems. These stormwater systems may include detention basins, ditches, creeks, streams, drainage easements, storm drains, streets, street inlets, and other stormwater conveyance systems. Maintenance of these systems involve mowing, raking, silt removal, debris removal and trash removal. Maintenance can also involve construction and repair of these systems.
8. Operate and maintain, in good working order, equipment and tools used on the job. These include hand tools, power tools, vehicles, mowers, tractors, bush hogs, compaction tools, sod cutters, backhoes, trimmers and chain saws. Duties also involve the inspection, care, repair and maintenance of tools, equipment and supplies.
9. Respond to Public Complaints and Requests. This could be flooding and drainage issues, illicit discharges, stormwater ordinance violations, debris removal, stormwater systems repair, and silt removal. The response involves gathering information in-field, documenting findings and reporting back to the department manager.
10. Perform inspections and/or construction work for projects either contracted or performed by the City of Bryant. Projects could involve road construction, drainage improvements, and general clean-up of an area. Activities will involve reading and enforcing construction plan guidelines and BMPs. May also involve other activities that support the project and leads to its successful completion. These duties performed could be for another City department.
11. Perform in-field mapping and detailing of necessary features related to the City GIS. This process involves locating and hand marking printed maps with features of interest for GIS layer building. Features of interest could be detention basins, waterways, street lights, drains, or any other feature deemed necessary.
12. Document work orders and inspections performed. Documentation must be maintained in an accurate, thorough and real-time manner.
13. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 12 to 18 months related experience and/or training, or equivalent combination of education and experience.

## **COMMUNICATION SKILLS**

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

## **CRITICAL THINKING SKILLS**

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

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

C.S.I. MS4 License - Certified Stormwater Inspector Municipal Separate Storm Sewer System. To be obtained within first year of employment if reasonable by proximity and availability of training site. Valid Arkansas driver's license or valid driver's license recognized by the State of Arkansas.

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

Not indicated.

## **SOFTWARE SKILLS REQUIRED**

Basic: Alphanumeric Data Entry, Database, Presentation/PowerPoint, Word Processing/Typing

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter

of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Light mental demand. Operations requiring intermittent directed thinking to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring intermittent attention to control machine or manual motions.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **RESPONSIBILITY FOR WORK OF OTHERS**

Responsibility for work of others: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

### **ACCURACY**

Probable errors of internal scope should ordinarily be detected within the department or office in which they occur, but may affect the work of others within the unit, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

#### **ANNUAL MONETARY IMPACT**

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both

furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

### **WORKING CONDITIONS**

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.g. Hot mix paving in constant sun).

### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to work near moving mechanical parts, outdoor weather conditions; occasionally exposed to work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, wet or humid conditions, risk of electrical shock, vibration. The noise level in the work environment is usually loud.

### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear; and occasionally required to taste or smell. The employee must occasionally lift and/or move more than 100 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

**ADDITIONAL INFORMATION**

To meet the requirements of the Clean Water Act of the EPA and the mandates of ADEQ, of which we are held accountable and re-portable annually, the Stormwater Department of the City of Bryant must complete a series of involved and complicated activities that encompass the Six Minimum Requirements to legally operate. It takes the two dedicated personnel positions and department manager working together all year to meet these mandates to keep our State Permit active. These six requirements are reflected in the first six duties listed in this P.A.Q.