

South Jordan City

Job Description

Title: UPDES Inspector
Org: 220570
Pay Grade: 15

Effective Date: 10/15/2020
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Coordinate efforts to reduce stormwater pollution that will promote human health, safety and well-being. Perform a variety of working level tasks, inspections, code compliance, and technical duties as needed to assure infrastructure projects are constructed in compliance with established local, state and federal construction standards, particularly those related to air and water quality.

SUPERVISOR

UPDES Program Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Monitor and inspect all private and public infrastructure construction projects, from initial plan reviews to final bond release, for compliance to City codes, and state and federal air and water quality regulations.

Review and approve Storm Water Pollution Prevention Plans (SWPPPs) and observe, inspect, and report on their implementation. Attend meetings and represent the City as required.

Review and approve private storm water facilities maintenance agreements.

Monitor and perform annual inspections and data collection for private storm water systems, and private storm water facilities maintenance agreements.

Coordinate job activities with City staff, other local governments, and the State Division of Water Quality. Document all reporting, inspection, and enforcement activities as required by supervisors and managers, City Code, and state and federal laws.

Respond to public inquiries and complaints concerning storm drainage and construction run-off control within City jurisdiction.

Initiate Code enforcement action as required. Investigate and enforce air and water quality related violations by issuing warnings, citations, or taking other corrective action; prepare various investigative reports; initiate legal proceedings where appropriate and coordinate with City legal staff.

Perform training to educate contractors, developers, the general public, businesses, and City staff on Separate Storm Sewer System (MS4) requirements.

Act as resource to development community on best practices and methods from compliance with regulations and minimization of discharge of sediment and pollution from construction sites.

Take lead responsibility for annual State Division of Water Quality and Environmental Protection Agency site inspections.

Take initiative to observe and report conditions throughout city (i.e. tilted stop sign, road debris, unauthorized use of fire hydrant).

Observe and actively participate in work zone safety procedures.

Operate, clean, and maintain tools, vehicles, and equipment to assure proper working order.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snow storm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years of related experience

2. Special Qualifications:

Valid Utah Class A Commercial Driver License within 6 months of hire.

Attend training and pass test as a Registered Stormwater Inspector (RSI) within 6 months of hire.

3. Knowledge, Skills, and Abilities:

Specific knowledge of Separate Storm Sewer System (MS4) Phase 2 components, including compliance inspection and enforcement escalation mechanisms. Ability to read and interpret legal/permit language.

Knowledge of general construction principles and practices; legal environment associated with construction and maintenance of public works projects; modern methods, principles and practices of infrastructure construction and maintenance; conveyance of storm water through storm drain systems; equipment and materials used in construction and maintenance operations; current codes, standards, safety practices and principals involved in public works.

Ability to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports; read maps and locate property; establish and maintain effective working relationships with employees, other agencies, and the public; comprehend interpret and enforce City ordinances, codes, and regulations.

Ability to communicate effectively, both verbally and in writing, read and interpret plans and specifications, visualize completed projects in planning stages and estimate the end results.

Ability to listen and work in stress-related situations.

Ability to operate a personal computer and Microsoft products.

Skill in cooperative problem solving, exercise good judgment in difficult situations, and communicate to citizens and city staff.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting (40-60lbs). Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Skilled Craft Wkr.
Location:	Storm Drain	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	2086