

NEW CASTLE COUNTY GOVERNMENT

Number 0590


CLASS SPECIFICATION

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Date 04/23/12

STORMWATER INSPECTION SUPERVISOR

Approved:



GENERAL STATEMENT OF DUTIES: Supervises and oversees the stormwater management facility inspections and maintenance program; conducts stormwater management facility inspections; provides training regarding proper maintenance of stormwater management facilities for New Castle County (County); does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises inspectors and oversees the inspection and maintenance program for stormwater management facilities located throughout the County in accordance with State and Federal requirements. This employee acts as the liaison to the Stormwater Program Coordinator. Responsibilities include explaining stormwater management issues to maintenance organizations, and commercial and industrial establishments. This employee will develop and implement stormwater inspection schedules, conduct inspections, and oversee remediation of deficiencies of County and privately-owned stormwater management facilities. This employee reports to the Stormwater Program Coordinator and must exercise independent judgment, initiative and discretion in problem situations.

EXAMPLES OF WORK: (Illustrative only)

- Organizes annual stormwater inspection schedules in accordance with State and Federal regulations;
- Supervises, trains, instructs and evaluates employees;
- Recommends appropriate discipline when necessary;
- Reviews and modifies stormwater inspection reports submitted by stormwater or public works inspectors as needed;
- Determines requirements necessary for correction of deficiencies of each stormwater management facility;
- Reviews final inspections to determine compliance of stormwater management facility;
- Follows up on all Notices of Violations issued to determine whether or not property owners have come into compliance;
- Supervises inspectors in the field and advises on difficult inspection problems;
- Inspects work being performed by the County and outside contractors;
- Inspects new stormwater outfalls;

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Title: STORMWATER INSPECTION SUPERVISOR

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- Researches as-built and construction plans using GIS records, Recorder of Deeds, County archives and engineering firms;
- Determines timelines for stormwater management facility improvements;
- Plans and devises inspection reports;
- Recommends and implements projects to reduce maintenance of County owned stormwater facilities by employing conservation landscape techniques;
- Meets with the public to investigate and manage stormwater complaints;
- Educates public on maintenance requirements for stormwater management facilities;
- Inspects industrial sites for compliance with stormwater regulations;
- Keeps abreast of new stormwater regulations and technologies;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of stormwater requirements, practices, and procedures; ability to read and interpret plans, specifications and blueprints; ability to estimate; ability to supervise the work of subordinates; ability to maintain effective working relationships with contractors, engineers, other agencies and the public; some knowledge of modern principles and procedures of civil engineering.

MINIMUM QUALIFICATIONS: At least five (5) years experience in a responsible sub-professional engineering position in stormwater management and possession of an Associate's Degree with major coursework in engineering or environmental studies; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid Delaware Class D driver's license or its equivalent and Certified Construction Review (CCR) certification. Must pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:
Established: 04/23/12