



Town of Oro Valley Classification Description

Title: **STORMWATER UTILITY INSPECTOR/DESIGNER** Department: Public Works
Job Code: 3029 Salary Grade: 111
FLSA Status: Non-Exempt

POSITION SUMMARY:

Under general direction of the Senior Stormwater Engineer, performs a variety of skilled field and office work involved in the administration and enforcement of the Town of Oro Valley's Arizona Pollution Discharge Elimination System (AZPDES) Municipal Separate Storm Sewer System (MS4) Permit. The Stormwater Inspector will be responsible for permit regulation relating to the Town's stormwater permit which includes oversight of Construction Site Inspection Program, while also conducting illicit discharge investigations, stormwater outfall inspections, spill response, and assisting the education of citizens of Oro Valley and employees of the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

- A. Performs construction and site inspections for compliance with site SWPPP, ADEQ permits, land disturbance permits and Town Stormwater Management Ordinance.
- B. Schedules and performs routine inspections of stormwater structures and assets.
- C. Responds to and investigates reports of illicit discharges and illegal dumping into the MS4 to ensure the compliance of the Towns Illicit Discharge Detection and Elimination (IDDE) program (e.g., responding to complaints, conducting field inspections, and water quality monitoring of the water course and other stormwater facilities.)
- D. Acts in response to spills and leaks into the MS4 and prepares detailed reports of containment activities.
- E. Assists stormwater administration in coordination of educational requirements established in the Town's MS4 permit.
- F. Maintains appropriate records and files in the asset operations management system (OMS).
- G. Schedules inspections and meetings.
- H. Manages dry and wet weather screening and reporting program.
- I. Responds to emergency calls during precipitation events.
- J. Maintains compliance related contact and communication with builders, developers, business owners, etc. with possible issuance of stop work orders and fines in the occurrence of non-compliance.
- K. Documents investigations of compliance deficiencies and violations by noticing the SWPPP operators, explaining what must be done to achieve compliance, by contacting complainants to indicate resolution, and by preparing materials for court hearings.

- L. Receives, records and investigates stormwater quality concerns observed in the field, or reported to the Town.
- M. Primary manager of stormwater asset inspection and update of supporting data in the Town's GIS asset operations management system (OMS).
- N. Maintains appropriate records and files in the asset OMS.
- O. Schedules annual inspections and creates recurring tasks in the OMS System.
- P. Completes all job duties in a safe and effective manner, following all safety guidelines and directives.
- Q. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations and procedures, including those related to stormwater management.
- Knowledge of stormwater management techniques, methods and procedures to determine compliance with local, state, and federal stormwater regulations (e.g., erosion control, structural controls, Best Management Practices, spill response, social, economic, cultural and environmental factors related to stormwater planning and management activities etc.), inspection techniques, and code enforcement procedures, safe workplace/worksites practices, water distribution principles and practices, wastewater treatment regulations and practices.
- Skill in motor vehicle operation; use or operation of various engineering related tools and software; computer operation, use of modern office equipment.
- Ability to interpret a variety of instructions in written, verbal, picture or schedule form; deal with problems involving several variables within somewhat unfamiliar context; define problems, collect data, establish facts, and draw valid conclusions; deal with nonverbal symbols in formulas, equations, or graphs; calculate fractions, decimals and percentages; prepare accurate documentation, sketch and/or color; respond to routine inquiries from public and/or officials verbally and in writing; understand technical manuals and/or verbal instructions; cooperate with coworkers and others on work projects; travel to and gain access to work site; communicate effectively with internal and external customers; enforce codes with firmness, tact, impartiality and diplomacy.
- Demonstrates physical endurance (e.g., walking/hiking over uneven terrain, often in wash areas and during adverse weather conditions); demonstrates physical agility (e.g., ability to kneel, stoop, crouch, often in uneven terrain and dusty/dirty/muddy environments).

MINIMUM QUALIFICATIONS:

- Associate's Degree (Bachelor's degree preferred) from an accredited college or university with course work in Environmental Sciences, Natural Resource Sciences, Engineering or similar area.
- High level of computer proficiency with data management experience and report writing skills are essential.
- Two (2) years of experience in stormwater regulations or a related field in which interpretation and enforcement was a primary responsibility. Previous experience conducting inspections is preferred.

OR

- Five (5) years of an equivalent combination of education and experience in stormwater regulations or a related field in which interpretation and enforcement was a primary responsibility.

LICENSE or CERTIFICATE

- Must secure certification as a Certified Stormwater Inspector or as a Certified Municipal Separate Storm Sewer System Specialist (or their equivalents) within one (1) year of hire.
- Possession of, or the ability to obtain an ASFPM Floodplain Manager certification.
- Must possess at time of application and maintain a valid Arizona driver's license.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.