



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Inspector III - Stormwater Management C07,
\$44,886 - \$56,056 (B.O.E.) + FRINGE BENEFITS

DEPARTMENT: Public Works & Transportation

OPENING DATE: 04-18-18 **CLOSING DATE:** 05-23-18 (Extended)

MINIMUM QUALIFICATIONS:

Education: Associates degree;

Experience: Five years or more of related professional experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Schedules and supervises the work of contractors; prepares invoices, quantity and cost estimates; helps to administer the stormwater management Inspection and Maintenance Program. Performs other duties as assigned.

DUTIES:

- ◆ Schedules and supervises contractors in the construction of County highway, building, marine, site plan, stormwater management, and other projects;
- ◆ Conducts field inspections and prepares written reports for grading permits, right-of-way permits, and public works agreement construction permits;
- ◆ Schedules and performs inspections of stormwater management projects to ensure they are constructed and maintained in accordance with the approved plans and specifications;
- ◆ Reviews third party inspection reports and progress on inspection contract. Evaluates the performance of contractor performing inspections. Coordinates inspections and follows up with property owners on inspection findings.
- ◆ Prepares sketches of site conditions and proposes designs/solutions to rectify field conditions;
- ◆ Checks and approves invoices, and tracks project payments;
- ◆ Prepares quantity and cost estimates.
- ◆ Contacts property owners and utility companies to obtain easements and rights-of-way for County projects;
- ◆ Investigates complaints and resolves problems concerning construction projects;

- ◆ Works with the Legal Department to coordinate compliance cases, and testifies regarding field conditions and other project details as required.
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff and members of the public;
- ◆ Ability to learn relevant inspection procedures, and knowledge of relevant local, State, and Federal planning and zoning ordinances, codes, regulations and/or laws;
- ◆ Ability to disseminate the above information to contractors and others;
- ◆ Ability to use available resources to research information;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Ability to follow through with assigned tasks;
- ◆ Ability to schedule, supervise, and train others;
- ◆ Proficient math and language skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work demands occasional strenuous effort. For example, handling of moderately heavy boxes, moderately heavy tools, equipment, or materials of 30 to 60 pounds.

Work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., aggressive human behavior, poor outdoor weather conditions, or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$44,886 - \$56,056 (B.O.E.) annually.

FLSA: Non-Exempt

St. Mary’s County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY’S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Potomac Building, Third Floor
 Dept. of Human Resources
 23115 Leonard Hall Drive, Leonardtown, MD
 Phone: 301-475-4200 Extension *1100 Fax: 301-475-4082
 Jobs Line: 301-475-4200 Extension: *1109
 Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: at [\(301\) 475-4200](tel:3014754200), Extension: *1100

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRApplication.asp>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.