



**POSITION:** Supervisor, MS4 Compliance

**JOB CODE:** 2345

**GRADE:** 118G

**DEPARTMENT:** Public Works

**DIVISION:** Stormwater Management

**REPORTS TO POSITION:** Chief, Stormwater Management

**STATUS:** Full-Time

**FLSA:** Non-Exempt

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### ***Position Summary***

Supervises and participates in the inspection of stormwater management facilities and best management practices. Work of this class involves supervisory duties and responsibilities.

### ***Position Responsibilities***

1. Supervises the inspection of stormwater management facilities and best management practices to ensure they are constructed and maintained in accordance with approved plans and specifications, applicable codes, and other established parameters and guidelines.
2. Plans, directs, supervises, coordinates, and evaluates the work of inspectors. Participates in applicant interview panels; trains and counsel's employees; prepares performance evaluations; recommends disciplinary action where appropriate; enforces County and Department policies and procedures.
3. Visits project sites to observe work, monitor project progress, and ensure that required inspection and testing is being performed as required.
4. Performs stormwater and Illicit Discharge Detection and Elimination (IDDE) inspections; prepares and maintains records and reports; confers with inspectors, engineers, contractors, property owners and other stakeholders to resolve engineering, administrative, regulatory, quality, safety, or other related problems and disputes as required.
5. Provides technical assistance regarding stormwater management and related County codes to property owners, builders, developers, contractors, other government departments and agencies and the public.
6. Plans and oversees the execution of outreach events; designs and coordinates the preparation of educational and informational presentations and materials including brochures, webpages, social media postings, and displays; makes presentations to the public, staff, volunteers, and other stakeholder groups; coordinates volunteer activities for a wide variety of age groups.
7. Prepares correspondence and documentation to assist the Division Chief and County Attorney regarding regulatory enforcement actions.
8. Investigates and responds to complaints and inquiries; seeks to resolve issues to the maximum extent possible.

### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or GED. Associates Degree or higher in applied or natural science preferred.

#### **Experience**

Minimum of three (3) years' experience as a Resource Inspector and/or Stormwater Management Inspector; supervisory experience preferred

*\*An interested candidate with an equivalent combination of education and experience as listed above may be considered.*

### **Certificate(s) and/or License(s)**

1. Possession of a valid Class "C" non-commercial driver's license.
2. State of Maryland Responsible Personnel Certification or ability to obtain within six (6) months of employment

### **Knowledge, Skills & Abilities**

1. Knowledge of National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permitting requirements and administration.
2. Knowledge of the principles and practices of stormwater management including, but not limited to, erosion and sediment control, structural control, best management practices, and spill response.
3. Knowledge of construction materials, means, methods, and techniques pertaining to the construction and maintenance of erosion and sediment control and stormwater management facilities and best management practices.
4. Ability to lead, supervise, train, and develop subordinate inspectors.
5. Ability to read, review, and interpret construction project plans and specifications and other technical materials related to stormwater management and related facilities and practices.
6. Ability to investigate and analyze construction and regulatory issues and disputes in order to formulate and implement recommended solutions.
7. Ability to use ArcGIS to prepare maps and other graphics.
8. Ability to communicate ideas effectively, both orally and in writing; ability to prepare accurate records and reports.
9. Ability to deal effectively with government officials, property owners, consultants, contractors, developers, and the public; ability to lead and work as a member of a team.

### ***Miscellaneous Position Information***

#### **Working Conditions & Physical Requirements**

Work requires occasional moderately strenuous effort, such as the lifting and handling of boxes, tools, test equipment or other materials; walking/climbing over rough and uneven construction sites or other terrain; sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on an occasional basis. Work environment involves moderate risks with exposure to fumes, dirt, dust, and soil such as those found on construction sites. Conditions require a range of safety precautions, including the wearing of personal protective equipment such as hard hats, eye and/or hearing protection, fall protection, and reflective vests. Requires working in extreme weather conditions, such as rain, heat, and cold. Must be willing and able to work in areas with no heat or cooling.

Work is normally performed Monday through Friday during normal business hours. However, it may require alternate work hours 24 hours a day, seven (7) days a week.

Individuals appointed or promoted to a position in this class will be required to serve a minimum probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

#### **Conditions of Employment**

1. Prior to appointment, employees may be subject to pre-employment medical history review and drug testing, extensive background investigation (which may require CJIS and NCIS clearance), including but not limited to reference checking, and driving history, and an evaluation of training or experience.
2. Employees in this classification are essential as defined by the County's Personnel Policies and Procedures Manual and are required to report to work during inclement weather or other designated emergencies.

**Benefits (\*Not all positions may be eligible for these programs.)**

**Why work for Cecil County Government?**

As an employer of choice, Cecil County Government understands the importance of family. Our family-friendly policies offer the support and flexibility you need at work and at home. Among the many benefits of working for Cecil County Government, we provide:

Leave Benefits

Our generous leave package for permanent fulltime County employees includes 12 to 27 days of annual (vacation) leave per year worked, depending on seniority, as well as 5 personal days each calendar year (prorated based on start date). In addition, Cecil County Government offers 12 paid holidays and 15 days of sick leave per year. Although more limited, Cecil County Government offers other forms of paid time off to a majority of our contractual and part-time staff. Our leave policies also adhere to the Family Medical Leave Act (FMLA).

Health Coverage

When you come to work for Cecil County Government, as a permanent County employee or eligible contractual employee, you and your eligible dependents may enroll in our medical, prescription, dental and vision coverage.

Retirement Benefits

Permanent classified employees are required to participate in the Maryland State Retirement and Pension Plan, a contributory defined benefit pension plan in which they are vested after ten years. There is a mandatory pre-tax 7% contribution. Public Safety employees are required to participate in the Cecil County Public Safety Pension Plan. There is a mandatory pre-tax 8% contribution. Employees may also participate in a Supplemental Retirement 457B Deferred Compensation Plan with a County match of \$500 annually.

Flexible Schedules

We understand that finding the right balance between home and career is a challenge and may offer the following programs: flexible work arrangements/compressed schedule and telework/remote office opportunities.

This position description is representative of the general and most important components of this role and does not characterize every aspect of the job; other duties and responsibilities may be assigned as warranted and deemed appropriate. This document does not constitute a contract of employment, nor a guarantee of continued employment. Cecil County Government is an equal opportunity employer.

***By signing below the employee indicates this job description was reviewed, acknowledged, and accepted. Questions regarding the job description should be directed to Human Resources.***

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Employee Printed Name

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Date

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Employee Signature