



**POSITION:** Stormwater Management Inspector 1  
**JOB CODE:** 2103 **GRADE:** 117G  
**DEPARTMENT:** Public Works **DIVISION:** Stormwater Management  
**REPORTS TO POSITION:** Supervisor, MS4 Compliance  
**STATUS:** Full-Time **FLSA:** Non-Exempt

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### ***Position Summary***

Working under the general direction of the MS4 Compliance Supervisor of the Stormwater Management Division, this position performs a variety of skilled professional and technical duties involved in the inspection, enforcement, and administration of the County's National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) Permit. This position will be responsible for interpretation and enforcement of local, state, and federal laws related to stormwater management, illicit discharge detection and elimination (IDDE), and erosion & sediment control. This position will also assist in the education of citizens on topics associated with water quality improvement as well as the preparation, development and review of inspection reports, public outreach materials and responding to citizen inquiries and complaints.

### ***Position Responsibilities***

1. Assures compliance with laws, ordinances, and regulations.
2. Conducts on-site inspections.
3. Advises contractors, arranges for cease-and-desist orders.
4. Assists the County or other designated attorney in the prosecution of violators.
5. Inspects construction projects on a routine or a special incident basis to observe structures and confirm plans.
6. Assists with the development and implementation of stormwater program activities associated with minimum control measures contained in the County's MS4 permit.
7. Initiates communication with property owners, contractors, community associations and others regarding maintenance requirements, scheduling of inspections and follow-up visits of SWM facilities
8. Coordinates the planning, production and execution of outreach events including creating publications and coordinating volunteer participation activities to a variety of age groups.
9. May inspect and review planting plans, shoreline stabilization plans, and other habitat and natural resource protection plans.
10. Responds to and documents customer complaints and inquiries
11. Prepares, designs, and coordinates educational and informational presentations and materials for brochures, webpages, social media posts and displays.

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

#### **Education**

High School Diploma or GED. Associate's degree in geography or related field preferred.

#### **Experience**

Minimum of two (2) years' experience in working with building contractors and the general public

*\*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.

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

1. Working knowledge of principles, practices, and planning of stormwater management (E&S, structural controls, bm's spill response, etc..) and knowledge of construction materials, methods, and equipment.
2. Ability to deal diplomatically, courteously, and firmly with contractors and the public.
3. Ability to read and comprehend engineering, structural, and natural resource drawings.
4. Ability to interpret rules and regulations.
5. Sufficiently corrected vision to see at a distance.
6. Ability to communicate both orally and in writing.
7. Basic computer literacy.

### **Miscellaneous Position Information**

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

This role is primarily sedentary in nature but may involve occasional strenuous effort, such as handling moderately heavy boxes, tools, equipment, or other materials; walking or climbing over uneven surfaces; and sitting/standing in fixed position for extended periods of time. Must be able to lift 50 pounds unassisted on a regular basis. General conditions involve working at a computer, using telephonic equipment, and interfacing regularly with internal and/or external stakeholders.

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 NCIC 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



**POSITION:** Stormwater Management Inspector 2  
**JOB CODE:** 2286 **GRADE:** 118G  
**DEPARTMENT:** Public Works **DIVISION:** Stormwater Management  
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### ***Minimum Qualification Requirements***

#### **Education**

High School Diploma or GED. Associate's degree in geography or related field preferred.

## **Experience**

Minimum of five (5) years' experience in working with building contractors and the general public

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

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## **Knowledge, Skills & Abilities**

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