POSITION TITLE: **Inspection Coordinator**

REPORTS TO: Regulatory Manager

STATUS: Full time, Exempt

# DATE REVISED: March 2024

**DESCRIPTION**

Provide technical assistance in support of the District’s regulations in the protection and management of water resources including inspection of permitted projects, regulatory compliance of unpermitted work, and as associated with the District’s water management programs. Coordinate the District’s inspectors and contracted inspection services in implementation of unified processes and protocols. Collaborate with cities, counties, conservation districts, etc. on various issues and projects.

# DUTIES/RESPONSIBILITIES

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|  | 1. Perform the following inspection services related to the District’s regulatory program including but not limited to:
	1. Inspect active construction sites including:
2. Sediment and erosion control Best Management Practices (BMPs)
3. Construction and function of stormwater management features, such as ponds, raingardens, swales, other infiltration basins, etc.
4. Floodplain and wetland impacts and mitigation
5. Public drainage alterations including dewatering discharges, draintile modifications, and open ditch reroutes.
	1. Identify development projects without required permits/violation sites
		1. Coordinate site visits (with applicable partner agencies, developers, & landowners)
		2. Investigate and confirm any permit requirements
		3. Communicate any notice of violation
		4. Facilitate and ensure regulatory application submittal, permit issuance, and site compliance with RCWD rules and regulations
		5. Serve as lead coordinator for WCA-related violations (i.e. agencies, cities, landowners, conservation districts) within inspection territory and coordinate with other inspectors as needed
	2. Create anddistribute inspection reports, and manage review/permit files within the District database and repository system
	3. Perform final inspections of completed construction sites to be consistent with approved plans, such as:
		1. Final stabilization (non‐erodible surfaces) to a density of at least 70%
		2. Constructed consistent with approved plan
		3. Stormwater features functional as designed
		4. Coordinate completion of special permit stipulations with internal staff, consulting engineers, and legal team (and community partners as necessary); accordingly updating District database
		5. Manage final permit closeout and return of surety balance
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|  | 1. Lead and manage contracted inspection services and partner agency agreements including but not limited to:
	1. Manage inspection contracts with outside entities including invoicing review and tracking annual budget
	2. Track inspection hours and coordinate communication with any partner agencies ensuring consistency with agreements
	3. Coordinate RCWD Inspection procedure, database, Laserfiche, and regulatory policy trainings for contracted inspectors
	4. Lead coordinator for contracted inspector inquiries related to situations, specific permits, and violation coordination responses
	5. Coordinate monthly inspection services meeting with Ramsey County Parks and Recreation Soil and Water Conservation Division and separately with Washington Conservation District to guide inspection administration
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|  | 1. Provide technical assistance to support the District’s regulatory program including but not limited to:
	1. Provide technical and administrative review of permit applications eligible for “administrative” issuance
	2. Provide technical assistance to support the District’s implementation and enforcement of the Wetland Conservation Act (WCA)
	3. Review drainage, flowage, and drainage system easement documents required for permit approval
	4. Perform historical permit investigations, collaborating with others at times
	5. Coordinate site visits with stakeholders
	6. Gather technical assistance from other agencies or internal staff
	7. Perform database management/maintenance procedures. Conduct on‐going maintenance of the inspections database and identification of processes/technology for efficient inspection program
	8. Create and maintain records using Laserfiche as per record retention requirements
	9. Field citizen complaints/inquiries and document as required
	10. Coordinate and facilitate quarterly inspection team meeting
	11. Provide unit leadership and ensuring workload balance and cohesive unit communication with stakeholders
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|  | 1. Serve as a technical assistant for implementation of the District’s water resource management programs and projects including District’s NPDES /MS4 program, public drainage and drainage inspection reporting and program
2. Other duties as assigned
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# MINIMUM QUALIFICATIONS

1. Bachelor’s degree or equivalent in Water Resources, Environmental Science, or related field.
2. Two or more years professional experience in regulatory inspection or water resource management. Additional relevant experience or education may substitute.
3. Proficiency with computer and computer software e‐mail, word processing, spreadsheets, presentations database management and file management.

# PREFERRED QUALIFICATIONS

1. Three or more years professional experience in regulatory inspection or water resource management. Additional training and/or experience in customer service, problem-solving, conflict management. University of Minnesota Construction Installer Certified.

**KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of:

* Effects of future development on runoff volume, flow rates, and flooding
* Practices to minimize effects of runoff, flow and flooding through regulation, projects, and programs
* Customer service best practices

Skill in:

* Developing positive working relationships and an ability to influence internal and external customers
* Managing conflict appropriately
* Fostering two‐way communication and listens to others’ views or suggestions.
* Providing clear, sufficient and timely information
* Communicating with a diverse group of coworkers, supervisors, and the public in a cooperative, non‐argumentative manner
* Effectively listening, speaking, writing, and interacting tactfully in a work group or with the public. Working collaboratively with citizens, vendors, and departmental staff

Ability to:

* Appropriately respond to information requests from internal and external customers
* Produce effective and readable technical reports, documents, and correspondence
* Influence internal and external customers, interest groups, and the general public
* Represent the District at various stakeholder meetings, providing positional expertise

## **SUPERVISION**

Position works under day-to-day direction of the Regulatory Manager to plan, conduct, and lead assignments, conferring with Regulatory Manager on unusual matters. Follow standard procedures and written instructions to accomplish assigned tasks. Work under general supervision of Administrator.

**ORGANIZATION-WIDE VALUES**

As a member of the District staff, the Watershed Technician/Inspector is expected to demonstrate and support organizational values. At RCWD, we value:

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| Science-based, Fact-based decision-making | Competence | Ethics |
| Stability  | Accountability | Honesty |
| Integrity | Resiliency  | Transparency |

**PHYSICAL REQUIREMENTS**

Ability to sit or stand for extended periods of time while working at a computer in an office setting. Ability to safely move about an office with standard office equipment and furnishings present. Can walk and carry equipment, potentially in rough terrain. Can safely lift approximately 50 pounds as needed. Ability to work in varied weather including inhospitable conditions.

**CONDITIONS OF EMPLOYMENT**

* Reliable vehicle and ability to travel to and from locations inaccessible by public transportation for job-related duties
* Valid driver’s license
* Compliance with organization-wide policies and guidelines
* Compliance with data practices policies and standards
* Successful completion of background check
* Ability to work during RCWD office hours (currently 8:00 am – 4:30 pm, Monday through Friday), plus occasional evening and weekend hours

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.*

Rice Creek Watershed District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Rice Creek Watershed District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, disability, age, marital status, sexual orientation, or status with regard to public assistance.