



POSITION DESCRIPTION

POSITION TITLE: **Watershed Inspector**

REPORTS TO: Regulatory Manager

STATUS: Full time, Exempt

DATE: August 2024

DESCRIPTION:

Provide technical assistance to support the District's water resources protection/management activities for District's regulatory and drainage programs.

DUTIES/RESPONSIBILITIES:

1. Perform inspection services related to the District's Regulatory Program, including but not limited to:
 - a) Routine inspections of active construction sites, including:
 - i. Sediment and erosion control Best Management Practices (BMPs)
 - ii. Construction and function of stormwater management features, such as ponds, raingardens, swales, other infiltration basins, etc.
 - iii. Floodplain impacts and mitigation
 - iv. Wetland impacts and mitigation
 - v. Extent/scope of project as specifically permitted
 - vi. Other permit stipulations
 - b) Identify construction projects without required permits and facilitate permit application and issuance
 - c) Perform final inspections of completed construction sites, including:
 - i. Final stabilization
 - ii. Construction per plan
 - iii. Stormwater features functional as planned
 - iv. Completion of special permit stipulations
 - d) Coordinate enforcement action as needed, including:
 - i. Preparation of materials relating to enforcement (e.g., compliance hearing record)
 - ii. Provide recommendations to Board of Managers
 - iii. Facilitate permit closure
 - e) Manage records related to Regulatory Program as per policy
2. Provide technical assistance to support the District's regulatory program including but not limited to:



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- a) Technical and administrative review of permit applications eligible for “administrative” issuance
 - b) Provide technical assistance to permit applicants and citizens related to permit program guidelines
 - c) Provide technical assistance to support the District’s implementation and enforcement of the Wetland Conservation Act (WCA)
 - d) Assist staff and consultants with permit history investigations
3. Provide technical assistance to support the District’s Drainage and Facilities program including but not limited to:
- a) Provide technical support to Public Drainage Inspector and other district staff through inspection site review and other technical work/support such as survey, site condition and observational data, creating and tracking reports to complete repairs or maintenance
 - b) Assess site condition considering vegetation, animal activity, vandalism, and like items
 - d) Plan and implement maintenance, site projects, on drainage and facility items

MINIMUM QUALIFICATIONS

1. Bachelor’s degree or equivalent in Water Resources, Environmental, or related technical field.
2. Two years professional experience in water resource management, construction observation/ inspection and/or management or experience in related technical field work. Additional relevant experience may substitute for the required educational level.

PREFERRED QUALIFICATIONS

1. Education or training focused in the fields of Hydrology, Water Resources, Water Resource Management, Environmental Management and Science, or related field.
2. Three years of relevant professional experience including water resource management, planning, watershed law and regulations, construction observation/inspection and management, permit application review, technical field design and/or review of green infrastructure and water quality best management practices.

KNOWLEDGE, SKILLS and ABILITIES

Knowledge of:

- Knows and uses fundamental concepts, practices, and procedures water resource management



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Skill in:

- Effectively working on multiple simultaneous projects and/or tasks; comfortable and adept at balancing varied types of work
- Effectively listening, speaking, and interacting tactfully in a work group or with the public
- Responding promptly and developing positive working relationships with internal and external customers
- Selecting and using the most appropriate method of communication with the public or coworkers
- Producing effective and readable technical reports, documents, and correspondence
- Attending to detail (i.e. terminology, deadlines)

Ability to:

- Demonstrate verbal and written ability to work collaboratively and appropriately
- Manage conflict with citizens and departmental staff
- Communicate with a diverse group of coworkers, supervisors, and the public in a cooperative, non-argumentative manner
- Influence internal and external customers, interest groups, and the general public
- Represent the District at various stakeholder meetings, providing positional expertise
- Carry out other duties as assigned

SUPERVISION

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

ORGANIZATION-WIDE VALUES

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

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

It is expected that the incumbent reinforces organizational values in staff.



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PHYSICAL REQUIREMENTS

Ability to sit 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. Ability to operate specialized field equipment following safety standards and procedures.

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
- Ability to fulfill all functions and responsibilities as outlined in this job description

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.