



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

COORDINATOR IV, ENVIRONMENTAL PROGRAM

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical work in the inspection of grading and drainage in the process of construction for compliance with legal standards; does related work as required. The position is responsible for coordinating and managing the county's environmental services program. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and noise.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Inspecting earth disturbance activities for code compliance; performing plan reviews; providing advice and information relating to erosion control; administering erosion and sediment control ordinance; preparing and maintaining records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Reviews erosion control construction plans and inspects work in progress for compliance with approved plans and code requirements;

Serves as the Erosion and Sediment Control (ESC) program administrator; ensures compliance with state requirements;

Monitors and reviews plans and projects for conformance with the Chesapeake Bay Preservation Ordinance, Flood Plain Management Ordinance, Virginia Stormwater Management Program and other applicable laws or ordinances;

Coordinates with the County Attorney to development amendments to the ESC ordinance for review by the Board of Supervisors;

Performs ESC inspections on both commercial and residential projects;

Reviews and approves ESC plans and land disturbance permit applications;

Initiates and manages enforcement actions related to ESC and draining issues;

Conducts environmental field surveys for land use cases and makes appropriate recommendations;

Works in conjunction with plans review staff to coordinate reviews of ESC plans;

Coordinates training of inspections staff for ESC certifications;

Develop and maintain ESC and Stormwater compliance programs for the County;

Investigates stormwater drainage, erosion, and sediment complaints and recommends solutions and/or enforcement actions;

Manages the county's private road construction process;

Makes presentations on planning and environmental issues to public groups, the Planning Commission and the Board of Supervisors.

Conducts final inspections; issues notices of violations and stop work orders, if necessary, when construction is not in compliance with codes and regulations;

Testifies in court on code violation cases;

Receives calls from contractors, homeowners, and developers; answers questions; provides information; schedules inspections;

Makes reports and keeps records regarding inspections;

Serves as support staff for the Director of Community Development and Code Compliance;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of erosion and sediment control standards, regulations, and program requirements; knowledge of federal and state environmental regulations; knowledge of the county code and ordinances; knowledge of wetland ordinances and flood plain

management regulations and related laws and ordinances; knowledge of general hydrology; some knowledge of the Chesapeake Bay Act; some knowledge of GIS/Arch View; knowledge of computers and job-related software programs. Skill in interpreting construction drawings, conducting a variety of inspections, prioritizing and planning and interpersonal relations. Ability to read and interpret plans, specifications and to check hydraulic calculations of ordinary complexity and to compare them with the construction in process; ability to act with firmness and tact in enforcing codes and ordinances; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with owners, contractors, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major coursework in engineering, geology, or related field. A minimum three years experience as an Inspector, Plan Reviewer, or Program Administrator.

SPECIAL REQUIREMENTS:

Possession of certification by the Commonwealth of Virginia as an Erosion and Sediment Control Inspector and Plan Reviewer. Possession of certification as an ESC Program Administrator, or the ability to acquire certification within 12 months of employment.