

# **CITY OF SELAH**

## **Stormwater Management and Code Enforcement**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under the general direction of the Public Works Director, provides enforcement of municipal code on stormwater management for developments, construction site erosion and sediment control, works with city personnel on city facilities and maintains records relating to assigned duties. Performs a variety of routine and complex duties in the interpretation and enforcement of adopted municipal codes, and related regulations governing building construction, abatement of public nuisances and other zoning violations. Issues citations as appropriate; responds to citizen complaints within scope of knowledge.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from and reports to the Public Works Director or his designated representative. Assists in supervision over the maintenance of city Stormwater facilities.

### **ESSENTIAL JOB FUNCTIONS**

Essential functions and duties include, but are not limited to, the following:

1. The monitoring, analysis, and reporting on elimination of illicit discharges on construction site or polluted stormwater discharges that violate approved discharges, practices, or operations.
2. The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property.
3. When necessary, to perform any of the duties under the municipal stormwater codes or to investigate upon reasonable cause or complaint the existence or occurrence of a violation of these codes.
4. Responds to complaints of potential code violations relating to signing, building occupancy, nuisances, hazardous conditions, housing conditions, construction, land use, zoning, animals, noise, dumping, clearing, grading, filling, polluting, right of way violations or other code related matters.
5. Meets with owners, tenants, citizens, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance.
6. Conducts field investigations of potential violations; gathers evidence; questions or interrogates complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices, or citations.
7. Establishes and implements policies, procedures and standards consistent with City Ordinances to ensure safe, quality and efficient programs.
8. Maintains communications and effective working relationships with co-workers, supervisors, other government agencies, elected and appointed officials, community

groups and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of code enforcement.

Principles, methods and techniques of instruction in assigned areas.

Methods and techniques of scheduling.

Occupational hazards and standard safety practices.

Pertinent Federal, State and local codes, laws and regulations.

Principles and procedures of record keeping.

Modern office procedures, methods and equipment including computers and software.

### **Ability to:**

Ability to obtain within one year a Certified Erosion & Sediment Control Lead (CESCL) certification.

Recommend and implement goals, objectives and practices for providing effective and efficient services.

Ensure city program compliance with Federal, State and local rules, laws and regulations as required under the Eastern Washington Phase II DOE Stormwater Permit.

Interpret and apply administrative and departmental policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Work effectively with others to achieve personal, team, department and Citywide goals.

Anticipate customer needs and give high priority to customer service and satisfaction.

## **QUALIFICATIONS**

### **Education, Experience, and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education:**

Bachelor's Degree preferred

#### **Experience:**

Experience in law enforcement and / or engineering fundamentals is desired.

Experience in code enforcement and knowledge of Washington stormwater regulations.

#### **Training, licensing, or certifications:**

Possession of valid Washington State Driver's License

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and indoor/outdoor environment; travel from site to site; exposure to computer screens, potentially hazardous chemicals, inclement weather conditions; may work in or with water; may work on slippery or uneven surfaces. Schedule may include evening and weekend hours.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized vehicles; near visual acuity for performing administrative tasks on a computer.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
3. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.