

Storm Water Clerical / Field Assistant

Nature of Work

This is responsible field and administrative work assisting with the enforcement of Hamblen County's Zoning Resolutions, Subdivision Regulations, Building Technical Codes and applicable Storm Water requirements. Activities associated with the job include assisting with the coordination of storm water permitting, issuing stop orders when necessary, conducting inspections to ensure compliance with applicable codes, resolutions, regulations and requirements and taking appropriate actions to ensure violations are corrected in a timely manner. Additional responsibilities include conducting technical code inspections at various construction sites and building projects, assisting with the dissemination of educational material to businesses and schools regarding pollution prevention, identifying county facilities and maintenance activities that could impact water quality, conducting training programs to inform the public about regulations and resolutions and submitting reports to governing state and federal agencies. Job duties require considerable knowledge of all zoning resolutions, subdivision regulations, building technical codes and storm water requirements, sufficient strength and agility to inspect construction sites, building projects, investigate complaints and perform field surveys in a variety of weather conditions, ability to compile data and prepare accurate and thorough reports, and strong interpersonal, decision making and organizational skills. Job performance is evaluated by the Stormwater Manager through review of knowledge of current codes, resolutions, regulations and requirements, ability to consistently enforce all applicable regulations in Hamblen County, efficiency of inspections, progress made in mapping the storm water system and ability to effectively interact with contractors, builders and the public.

Illustrative Examples of Work

- Responds to phone calls and emails as necessary.
- Fills out applications for stormwater permits requiring applicable permits.
- Maintains communications with the state of applicants that require an ARAP's, GCPs, and other state approved documentation in order to proceed with construction activities
- Completes all stormwater permits is either priority or nonpriority and attaches all stormwater permits to the GIS map.
- Creates and prints brochures and other informational supplies as needed.
- Assists with responding to complaints from the public regarding illicit, discharges, to the area waterways and streams.
- Assists with maintaining all records, documents, maps and files pertaining to job duties.
- Plans and performs six public outreach/educational events per year and keeps stormwater displays up-to-date.
- Performs presentations at various community meetings to promote stormwater regulations and rules.

- Assists with developing training programs encompassing all county laws, state laws, and federal regulations pertaining to erosion and sediment control, illicit discharges, post construction practices, litter management, pesticide/herbicide applications and maintenance, Class V inspection wells, agricultural runoff control vehicles maintenance, used in oil spill responses.
- Assists with identifying and educating County owned facilities and maintenance programs on best management practices to ensure they don't impact the water quality of the County.
- Reorders supplies including magnets, drain markers, educational materials, etc. as needed.
- Conducts inspections at various building projects to ensure compliance with the technical codes (i.e. plumbing, mechanical, gas, etc.) during all stages of construction.
- Issues building and other related technical permits, notices of violation, and/or stop orders when necessary.
- Reviews engineering related drawings, calculations and specifications for accuracy and provides input and direction to ensure compliance with codes, resolutions, regulations and requirements.
- Assists with performing field inspections and re-inspections of various development sites prior to, during and post construction to determine compliance with applicable regulations and requirements.
- Assists with responding to complaints from the public regarding illicit discharges to area waterways and streams.
- Maintains records and documentation of complaints until they are resolved and documents all actions taken in a timely manner.
- Assists with developing and distributing educational materials to local schools and making classroom presentations pertaining to storm water management and its effects on water quality.
- Develops and distributes pollution prevention brochures to area businesses.
- Assists with organizing county sponsorship for area stream clean-up events at least annually.
- Informs the general public and commercial businesses on the effects and prevention of illicit discharges.
- Assists with educating Hamblen County staff on rules, regulations, County resolutions and procedures for inspections, complaint resolution, etc.
- Assists with compiling data and submitting the required Annual Report to State Regulatory agencies and representing the County during state inspections and/or audits.
- Assists with developing and updating maps of the County's entire storm water drainage system.
- Assists with performing field inspections and or re-Inspections of various development sites prior to, during, and post construction to determine compliance with applicable regulations and requirements.
- Assists with developing and updating digital maps of the county's entire storm water drainage system.
- Remains up-to-date with all program regulations from the State and updates all documents as necessary, including waters of the state, subdivision regulations, erosion and sediment control, buffer zone regulations and emergency response plans.

- Assists with preconstruction meetings with developers to ensure compliance with stormwater regulations. Compiles and submits information for the quintessential audit.
- Maintains records of all open and resolve complaints, violations, and permits in the annual stormwater notebook for reference.
- Compiles information for the quintessential audit.
- Attends monthly planning commission meetings and assists the Stormwater Department Manager and prepares monthly planning commission minutes.
- Performs related duties as required.

Necessary Requirements of Work

Graduations from an accredited four year high school and an Associate Degree in Engineering, Construction Technology, Environmental Science or closely related field (Bachelors Degree preferred); considerable knowledge of the construction industry, zoning regulations, subdivision development; strong organizational, interpersonal and decision making skills, experience in technical codes enforcement and working with developers and builders; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Considerable knowledge and/or/ability to learn county roads, subdivision locations, streams and drainage patterns.
- Considerable knowledge of basic computer mapping techniques and practices.
- Considerable knowledge of the Planning Commission, board of zoning appeals including property maintenance policies and practices.
- Considerable knowledge of industrial, commercial and residential building projects and construction site operations, methods and practices.
- Considerable knowledge of zoning resolutions and subdivision regulations.
- Considerable knowledge of erosion and sedimentation control measures and practices including devices utilized to control run-off.
- Considerable knowledge of building and construction trades associated with commercial, residential and industrial applications.
- Considerable knowledge of hydraulics, soils and other sub-surface features.
- Considerable knowledge of county roads, subdivision locations, streams and drainage patterns.
- Ability to locate and identify all construction sites in Hamblen County and ensure that each one is properly permitted and maintained during all stages of development.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to operate a vehicle in a safe and responsible manner in a variety of traffic and weather conditions.
- Ability to read, interpret and make necessary recommendations for submitted plans to ensure compliance with governing regulations and resolutions.
- Ability to conduct effective pre-construction meetings with developers and adequately address any questions concerning proper control measures and installation techniques.

- Ability to coordinate the collection of field data to allow the preparation of a system wide map showing all listed streams and major outfalls into each stream segment.
- Ability to assist with the compilation of data and preparation of a system wide map utilizing computer mapping techniques.
- Ability to prepare pamphlets, develop brochures, organize educational materials and make effective classroom presentations to area schools regarding good storm water management and its effect on water quality discharges made into area streams.
- Ability to establish and maintain effective working relationships with developers, contractors, government officials and the public.
- Ability to maintain job related information in an organized and accessible manner.
- Ability to check submitted calculations for accuracy and thoroughness.
- Skill in the operation of common office equipment including copiers, calculators, computer terminals, fax machines, etc.

Special Requirements of Work

- Possession of a valid Tennessee driver's license and the ability to be insured and standard vehicle liability rates.
- Possession of a State Certification Level I in Erosion Prevention and Sediment Control methods.

Physical Requirements of Work

- This is Moderate work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 60 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires considerable effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, temperature extremes, noise, vibrations and slippery surfaces

Hamblen County Government
 FLSA – Non Exempt
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