

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title: Environmental Compliance Specialist
Department: Planning
Revised: September 2020

Class : Professional
FLSA : Non-exempt

This job description supersedes any prior description for the Environmental Compliance Specialist classification.

GENERAL DESCRIPTION

Professional work administering the County's Sedimentation and Erosion Control Program and enforcing compliance with a variety of land development and planning related ordinances. Duties involve monitoring, reporting, enforcing, and providing guidance on matters related to compliance with said ordinances. This employee, along with the Director, is authorized to implement all necessary actions to ensure achievement of the objectives of an effective compliance program. Considerable judgment, initiative, and tact must be exercised during contacts with property owners, the general public, and the development community when discussing policies and program objectives. Supervision is received from the Planning Director and work is reviewed through observation and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Administers technical review of soil erosion and sedimentation control plans countywide and stormwater control measures in the County's zoning jurisdiction; provides competent feedback to engineers or design professionals regarding their project proposal relative to the County's program (ordinance) requirements; and monitors timeline for review and status of project while in the queue.

Performs routine inspections of erosion control sites and stormwater control measures to monitor compliance and maintain inspection reports for the same; investigates complaints related to compliance in a timely manner and initiates enforcement activities as necessary.

Develops, maintains and prepares suggested revisions to policies and procedures in consult with the Director for general operation of the Erosion Control and stormwater control program.

Coordinates with NCDOT, DEQ or other state and local agencies on projects or enforcement activities related to land development projects; and attends or schedules meetings on behalf of the County related to these projects.

Prepares monthly reports detailing inspections, violations, enforcement actions and status of plan reviews.

Assists in the issuance of zoning permits, addresses or answering general development questions regarding the process or standards of the County; and directs those inquires as appropriate.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the county's development process and related ordinances, especially soil erosion and sedimentation control; subdivision and zoning; and flood damage prevention; and ability to interpret said ordinances and provide determinations or standards appropriately in those situations.

Considerable knowledge of the principles and practices of engineering as applied to erosion control projects and the design of temporary catch basins, stormwater detention measures, berms, etc.; and ability to perform mathematical calculations related to erosion control plan review and design.

Proficiency in ability to read and interpret maps (tax, topographic, etc.) engineered drawings and surveys.

Ability to operate a personal computer and software for preparing reports, spreadsheets, maintaining inspection records, etc.

Ability to establish and maintain effective working relationship with the development community; general public; local, state, and federal agencies; public officials; community leaders; and fellow County employees.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, bending, stooping and lifting weights of approximately 65 lbs or less unassisted and weights over 35 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an appropriately accredited college or university in Civil Engineering, Engineering Technology, Environmental Science or a related field and two years of experience in solid waste management, erosion control, or land use; or an equivalent combination of training and experience. Must possess or be able to obtain and maintain NC Erosion and Sediment Control Inspector; Certified Professional in Erosion and Sediment Control (CPESC) Certifications preferred. A valid driver's license is required.

**This job description does not create an employment contract,
implied or otherwise.**