

VACANT POSITION

DEPARTMENT: COMMUNITY DEVELOPMENT

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

**SUBMIT APPLICATION AND PROOF OF EDUCATION TO:
employment@spaldingcounty.com or 119 E. Solomon St, Human Resources Office**

CLOSING DATE: WILL REMAIN OPEN UNTIL FILLED

Job Title: Community Development Compliance Officer (Position No. 3700)
Salary: Pay Grade 16; Hiring Salary \$43,555.20
Provisions of the Personnel Ordinance for promotion/demotion/transfer
Work Schedule: 8:00 am - 5:00 pm; M-F, occasional overtime required.

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS:

High School diploma and must possess a valid Georgia driver's license before, and throughout, County employment.

Must possess or attain within the first six (6) months a Level 1A Certified Inspector certificate from the of Georgia Soil and Water Conservation Commission. (Blue Card)

GENERAL STATEMENT OF JOB: Conducts and documents inspections as required under the County's municipal separate storm sewer system (MS4) permit including but not limited to structure (e.g. catch basin, pipe, ditch) inspections, detention/retention pond inspections, municipal facility inspections, and construction site inspections. Assesses construction site stormwater and erosion control measures as installed versus permitted plans. Updates MS4 inventories in collaboration with the County's engineering and mapping support. Performs stream sampling, properly handling and transporting samples to an outside laboratory for analysis. Conducts dry weather outfall screenings. Investigates complaints, such as related to various local code violations, illicit discharges, sediment runoff, and drainage concerns. Issues notices of violations and monitors and documents ensuing corrective actions. When appropriate corrective actions are not taken, conducts follow-up with any required enforcement. Interacts with residents, businesses, and developers on areas related to the MS4 Program and general Zoning Codes. Performs minor cleaning/maintenance and submits work orders as needed for cleaning and maintenance activities. Assists with various other responsibilities of the Community Development Department including temporary sign placements, educational training sessions for community events and for employees, and assistance with code enforcement where the Spalding County Code of Ordinances and Zoning Code allow. Reports to the Community Development Director.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office equipment, such as telephone, copy machines, personal computer and various accounting software packages, calculator, etc. Must be able to use body members to work, move, or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are primarily at levels of those for sedentary work. Ability to traverse rough or uneven ground which may include distances of up to one or more miles. Must be able to perform duties in various weather conditions including inclement weather. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS:

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Coordinates with Engineering Consultants to develop goal setting and implementation strategies for attainment of required components of the MS4 Program. Specific job functions include, but are not limited to, construction site visits, issuing and overseeing resolution to violations related to stormwater, conducting routine (weekly) and wet-weather-related inspections and completing field reports for all MS4 Program Best Practices and permit requirements. Communicating with developers and residents regarding permits. Documenting and investigating complaints, violations, and resolution status related to stormwater. Assisting in MS4 public outreach and education activities, including leading and/or facilitating internal employee training sessions. Conducting pond, stream, and outfall inspections and associated water sampling. Maintaining a rain gauge and daily rainfall data. Maintaining logs of all activities related to stormwater, including thorough inspection reports and supporting documentation (e.g. photos, notices). Maintaining awareness of and working to accomplish all work related to deadlines for state MS4 compliance and reporting.

Coordinates program reporting and required data collection requirements of County's MS4 Program under the National Pollutant Discharge Elimination System (NPDES) Phase II permit, including efforts with other County departments, the Georgia EPD, and Federal environmental regulators, as may be required.

Coordinates compliance of County's activities with other environmental regulations. Coordinates specifically with Community Development Director regarding compliance of new development with State environmental criteria.

Coordinates with Public Works Director regarding stormwater management issues and maintenance needs, assisting with the identification of potential stormwater and water quality problems as they pertain to County's public infrastructure, and generating and following up on work orders related to the MS4.

Conducts field investigation in support of the County's illicit discharge detection and elimination; erosion, sedimentation, and pollution control; and post-construction stormwater management code provisions and permit requirements.

Trains County staff relative to front-line pollution discharge detection and elimination.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

April 12, 2024
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