

Environmental Compliance Inspector I



General Summary of Classification:

Performs environmental inspections across many project types to ensure compliance with Erosion and Sedimentation Control (ESC) and Stormwater Management (SWM) regulations. Works under direct supervision while gaining practical experience and training in field inspections, plan review, documentation, and enforcement. Supports higher-level staff with basic compliance tasks and routine inspections to protect local waterways and the environment.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

This is the first level in a career development plan (CDP).

- Provides daily oversight of assigned project tasks related to ESC and SWM compliance.
- Performs routine and less complex ESC and SWM compliance inspections, enforcement activities, and related duties with moderate training and guidance from supervisor and peers.
- Makes ESC and SWM compliance determinations through accurate interpretation and application of requirements and approved site plans, with regular oversight.
- Maintains detailed records for assigned projects and inspections, including site plans, technical specifications, diagrams, SWPPP documentation, and approved revisions, approvals/authorizations, inspection logs, and enforcement.
- Documents inspection results and maintains project files according to established standard operating procedures.
- Accesses existing archives and catalogs to retrieve prior data, reports, and documentation for reference or replication.
- Reviews routine engineered site plans for ESC and SWM constructability with supervisor and peer inspector support.
- Field evaluation of ESC & SWM conformance with approved plans and revisions on assigned projects under supervision.
- Responds to customer inquiries and concerns with oversight from supervisors or experienced peers.
- Supports facilitation of pre-construction meetings for routine projects.
- Issues basic violation notices and stop-work orders with supervisory involvement.
- Assists in storm event response and emergency cleanup efforts.
- Provides coverage for assigned projects during staff absences.
- Assists with enforcement efforts and monitors compliance progress.
- Supports cross-divisional efforts, such as Best Management Practices (BMP) inspections.
- Assists environmental staff with stream and BMP assessments.
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Basic understanding of ESC and SWM principles and federal, state, and local environmental laws and regulations. Familiarity with construction practices and inspection processes gained through training or entry-level experience. Basic knowledge of the supporting Department and Agency functions and operations.
- **Technical:** Ability to read site plans, maps, and accurately document findings in aligned Department business software, proprietary systems and applications to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains productive working relationships with various County department personnel, relevant regulatory and partner agencies, contractors and the public. Ability to interact professionally with others and to convey nuanced career field information with firmness and tact.
- **Decision-making and Authority:** The ability to accurately interpret and enforce complex law and policies.
- **Leadership:** Non-Supervisory.
- **Environment:** Works in a wide array of indoor and outdoor locations and weather conditions.
- **Physical:** Visual and hearing acuity sufficient to perform duties. Physical condition that permits safely traversing varied terrain and worksite conditions, including in adverse weather and traffic conditions.

Minimum Education and Experience:

Education: High School diploma or GED; Two (2) year degree; Four (4) year degree in a job-relevant field is preferred.

Experience: Four (4) years of relevant experience.

OR: Any equivalent combination of education and experience which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various department and duty related locations as needed.
- Successful completion of all required NIMS courses.
- Obtain Class A or Class B Commercial Drivers License within 6 months of employment.
- Obtain Virginia Department of Environmental Quality (DEQ) certifications in Erosion Control Inspector and Stormwater Management Inspector within 6 months of employment.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.