



Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

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BOARD APPROVED: April 17, 2019

GRADE: 6

JOB CLASSIFICATION: Technical/Specialist I

POSITION TITLE: BMP Inspector

REPORTS TO: Regulatory Division Manager

Capitol Region Watershed District (CRWD) embraces and values diversity and seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. Capitol Region Watershed District encourages anyone who is interested and qualified to apply for open positions.

POSITION OBJECTIVE: Perform various entry level duties related to the review, approval, construction, inspection, and operation of urban stormwater best management practices (BMPs) to fulfill the goals and mission of the CRWD to protect and improve the water resources of the District.

POSITION DESCRIPTION: The BMP Inspector provides support and technical assistance in the plan review and site inspection process for development and redevelopment projects requiring CRWD Stormwater Permits. This position supports the Regulatory Division in implementing and enforcing CRWD Rules to protect the water resources of the District. Primary focus will be placed on inspection of active construction sites that have obtained CRWD permits to ensure compliance with erosion and sediment control and proper construction of best management practices.

ESSENTIAL FUNCTIONS:

1. Inspect CRWD permit sites to ensure compliance with requirements for temporary and permanent stormwater BMPs.
2. Complete inspection reports and other correspondence to convey findings to applicants, owners, contractors, and city staff.
3. Provide technical guidance to contractors and construction contacts to achieve site compliance and water quality protection.
4. Review and process permit applications, including Stormwater Pollution Prevention Plans, stormwater management plans and models, and other design drawings.
5. Identify and respond to illicit discharge complaints and concerns.
6. Initiate enforcement actions in cases of excessive non-compliance.

ADDITIONAL FUNCTIONS:

1. Conduct permit closeout and BMP performance inspections and reporting.
2. Provide technical and field support to other District programs including planning, grants, monitoring, and communications and engagement.
3. Assist in the operation and maintenance of the District's storm water infrastructure.
4. Communicate verbally and in writing urban watershed issues and best management practices to the general public, colleagues, and decision makers.

(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)

SALARY: Salary range is from \$37,800 - \$56,800 and initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: One-two years professional work experience is required. Bachelor of Science degree, or equivalent in the field of water resources, engineering, earth science, watershed management, landscape design, natural resources, or related field. Experience with construction sites, erosion and sediment control practices, development site plan reviews, and stormwater management practices desired. Effective verbal communication and conflict resolution skills are essential. Ability to effectively convey permit requirements with contractors, landowners, and other regulatory staff is critical.

KNOWLEDGE, SKILLS and ABILITIES:

General

1. Performs varied and challenging detail-oriented work.
2. Establishes priorities, balances diverse work, and implements projects successfully.
3. Takes direction from supervisor and colleagues, works successfully with considerable independence (self-motivated) and uses good time management skills.
4. Must have valid Minnesota driver's license.
5. Promotes a diverse, inclusive, culturally competent, and respectful workplace.

Technical

1. Knowledge of watershed management, hydrology, and natural resource management.
2. Knowledge of green infrastructure and stormwater BMP planning, design and construction.
3. Ability to manage and analyze technical data.
4. Demonstrated ability to learn standard procedures and follow written and oral instructions to accomplish technician duties.
5. Ability to obtain University of Minnesota Stormwater certification within the first 6 months of employment, pending course offerings.

Communication

1. Listens, speaks, and interacts tactfully in a work group and with the public.
2. Works collaboratively and effectively with a diverse group of co-workers, supervisors, and the public, developing positive working relationships

3. Demonstrates conflict management skills and abilities with citizens and others.
4. Demonstrates verbal and written abilities.
5. Selects and uses the most appropriate method of communication with the public or coworkers.
6. Produces effective and readable technical and non-technical reports, documents, and correspondence.

SUPERVISION RECEIVED: Works under the close supervision of the Regulatory Division Manager as well as project leads or senior technicians.

SUPERVISORY RESPONSIBILITIES: None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact. The position requires good judgement and respectful interactions.

EMPLOYMENT CLASSIFICATION: Salaried. Exempt from the provisions of the Fair Labor Standards Act.

CRIMINAL BACKGROUND CHECKS: All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar of employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

EQUAL OPPORTUNITY EMPLOYER: The Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin or other legally protected status protected under federal, state, or local law.

If you need assistance or an accommodation due to a disability, please contact us at belinda@capitolregionwd.org, 651-644-8888.

PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in controlled environment.
- 3) Stress level varies from low to very high.

PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	S
Sitting:	S
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M
Crawling/Kneeling/Squatting:	M
Bending/Stooping:	M
Twisting/Turning:	M
Repetitive movement:	M
Lifting waist to shoulder:	O
Lifting knee to waist:	O
Lifting floor to knee:	O

S = Significant M = Moderate O = Occasional