

## **INGHAM COUNTY JOB DESCRIPTION**

### **ASSISTANT PROJECT COORDINATOR/COMMERICAL INSPECTOR DRAIN**

#### **General Summary:**

Under the supervision of the Project Coordinator, assist the Drain Commissioner with compliance of Part 91 rules over local commercial construction sites. The CIA will also oversee property owners, developers, contractors regarding adherence to storm drainage standards and applicable rules.

#### **Essential Functions:**

Enforce approved Soil Erosion and Sedimentation Control (SESC) plans for each and every commercial construction site within Ingham County jurisdiction.

Reviews plans for SESC measures, adequate drainage and drain outlet integrity

Performs on site investigations of permitted and un-permitted sites and follow-up on violations, correction notices and cease and desist orders

Entry into underground drainage facilities for construction inspections, tap ins and crossings of county drains.

Assist the Project Coordinator in the gaining of pertinent easements, permits and approvals necessary to dedicate a county drain under P.A. 40 of 1956.

Work with public and private shareholders for information on county drain projects and their scheduling.

Coordinate with office personnel local units of government, private companies, Ingham Drain Dots and District Programs.

Perform other duties as assigned.

#### **Other Functions:**

10. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)*

#### **Employment Qualifications:**

**Education:** Possession of an Associates Degree in Science required. Bachelors of Science Degree in Natural Resources Management, Engineering, or a related field preferred.

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**Experience:** Two years related to soil erosion control, storm water operation or storm water design.

### **Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

Possession of a Michigan driver's license.

SESC certification by MDEQ-required after six months

Storm water Management MDEQ-required after six months

Confined space entry MSP-required after six months

Density and material testing by MDOT-required after six months

Knowledge of computer operations in Word, Excel and Filemaker Pro preferred.

Ability to use survey equipment and mapping scales preferred

Ability to use CAD system preferred.

### **Physical Requirements:**

*[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Walking over uneven terrain to inspect drain maintenance and construction projects.

Climbing up and down excavated trenches.

Stoops, bends and craws to enter storm/sanitary sewer manholes.

Stoops, kneels and crouches to inspect drains.

Ability to lift manhole covers up to 80 pounds

### **Working Conditions:**

Works in all weather conditions outdoors. Will work in office conditions when duties require and travels to locations to inspect drain maintenance and construction projects.