

**INGHAM COUNTY
JOB DESCRIPTION**

ENFORCEMENT OFFICER - DRAIN

General Summary :

Under the supervision of the Engineer, reviews, approves, and issues PA 451, part 91 (soil erosion) permits in accordance with the requirements of the Soil Erosion and Sedimentation Control Act. Conducts on-site inspections of commercial, industrial, and residential building projects and other assorted projects that include moving earth throughout the county to ensure full compliance with the Act. Ensures that construction is in conformance with plans and specifications approved by the Drain Commissioner and requires that violations be corrected. Assists contractors, developers, and the general public with information regarding requirements of the Act and related matters.

Essential Functions :

1. Reviews plans of proposed projects for compliance to the Act. Conducts inspections of project sites to determine if the proposed final grades are acceptable relative to the adjacent property's grades and features. Determines additional site specific requirements for approval and determines the soil erosion and sedimentation controls needed to address the project phases. Requires changes to plans as needed for approval and approves permit applications for projects when requirements are compiled with.
2. Seeks voluntary compliance where standards are not met, advising for corrections, issuing violation notices when necessary, and performing re-inspections to determine actions taken to bring the structure into compliance with standards. Works with permit holders to resolve compliance issues.
3. Investigates complaints, issues violation notices/fines, field correction notices, and cease and desist orders on those individuals who do not comply with the requirements of the permit.
4. Answers inquiries from property owners, contractors, architects, local units of government, and others regarding Act interpretation, clarification of department policies and procedures, violation complaints, and general information. Provides information and advice to owners, contractors, and developers regarding Act requirements and offers assistance in making applications for permits and resolving complaints.
5. Uses office resources such as files, blue prints, as-built drawings and various maps to conduct research in order to respond to a variety of issues and questions raised by developers, contractors, governmental officials, and the general public.

6. Operates a computer to enter permits into a data base, retrieve information, and set up and revises databases for permit information.
7. Reviews records of permits issued and denied, inspection requirements needed, complaints and their investigation, and prepares reports and correspondence.
8. Inspects drain construction projects in progress to ensure compliance with plans and specifications. Checks such items as proper grade, placement of pipe, materials used, soil type, joints, headwalls, drop structures and other areas.

Other Functions :

9. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: Equivalent of two years of college level coursework in Geography, Surveying, Construction Management, Landscaping, and/or earth science. Prefer experience with window based computer programs.

Experience: One year of experience in a Drain Office.

Other Requirements: Possession of a valid State of Michigan commercial driver's license. Completion of training courses and examinations for administering the Soil Erosion and Sedimentary Control Act, and completion or Confined Entry Training are conditions of continued employment.

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.

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 construction projects.

Climbing up and down manholes.

Climbing up and down excavated trenches.

Lifts and carries containers of liquid chemicals.

Raising catch-basin covers and manhole covers.

Stoops, kneels and crouches to inspect drains.

Crawls along pipe in order to inspect pipe joints.

Working Conditions:

Works outside in all types of weather conditions.

Works in confined spaces

Exposure to risks of cave-ins when working in trenches.

