

### City of Greenwood – Inspector

<b>Job Title:</b>	Inspector	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Stormwater	<b>Job Code:</b>	
<b>Location:</b>	479 S Washington St.	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Human Resources Coordinator	<b>Supervisor:</b>	Superintendent
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Responsible for inspecting post construction best management practices, as well as current construction projects to ensure compliance with City/Department standards and project specifications. Water quality testing and monitoring, and support the MS4 IDEM program.		

**Duties and Responsibilities:**

- Compliance with the Code of Conduct and Ethics.
- Responsible for annual and follow-up inspections of all water quality units within the City.
- Assist with development of educational programming and testing facility at the Watershed Discovery Center.
- Review and report Stormwater Pollution Prevention Plans.
- Respond record and be point of contact for IDDE.
- Support construction inspections, and follow up compliance.
- Read and interpret prints, sketches, plans and specifications and prepare detailed reports.
- Review and resolve Stormwater complaints as received by Department.
- Develop and maintain City and Department reports and logs.
- Make practical application of policies, procedures, principles and practices of Stormwater maintenance and construction.
- Utilize asset management software (Cityworks).
- Water quality testing and record data.
- Perform other duties as assigned.

**Job Requirements:**

- **Education:** Bachelor’s Degree in Environmental Science or construction technology, preferred, a combination of education and experience considered; Certification in Erosion and Sediment Control, or ability to obtain certification within 12 months following date of hire.
- **Experience:** Three to five years of experience preferred.
- **Skills and Abilities:** Proficient in reading and interpreting prints, sketches, and construction plans. Able to perform

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math calculations to including area, volume, and flow rates. Able to operate various equipment including levels, grade rods, GPS field computer, water quality testing. Ability to operate other equipment as necessary. Must possess valid Driver’s License, and a safe driving record.

- **Physical:** Capable of driving/sitting and standing/walking for long periods of time, lifting and carrying objects weighing up to 150 pounds, and operating various tools and equipment. Must be able to work extended hours as needed which may include 24-hour on call.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**