



## City of Waukeee Stormwater Inspector

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|---------------------|--------------------------|---------------------|---------------------------|
| <b>SALARY</b>       | \$32.26 - \$42.46 Hourly | <b>LOCATION</b>     | Waukeee, IA               |
| <b>JOB TYPE</b>     | Full-Time                | <b>JOB NUMBER</b>   | 2025 Stormwater Inspector |
| <b>DEPARTMENT</b>   | Public Works             | <b>DIVISION</b>     | Stormwater                |
| <b>OPENING DATE</b> | 07/10/2025               | <b>CLOSING DATE</b> | 7/22/2025 4:00 PM Central |

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### JOB PURPOSE

The Stormwater Inspector is responsible for inspection and file management on a variety of public and private construction projects for insuring compliance with all local State and Federal regulations of the City's Municipal Separate Storm Sewer System (MS4) permit.

### ESSENTIAL FUNCTIONS & SUCCESS FACTORS

#### ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Inspects a variety of public works, subdivision, site plan and building construction projects.
- Assists in the investigation of suspected illicit discharges to the storm sewer system.
- Assists in the review and approval of all site plan and Storm Water Pollution Prevention Plans (SWPPP)/permits.
- Assists with inspections of construction sites to determine compliance with storm water pollution prevention plans/General Permit No. 2, advises on sediment and erosion control measures, notes deficiencies, maintains project logs and prepares correspondence.
- Prepares records, reports, and logs; maintains filing system on records of work performed.
- Reviews projects under construction with assigned consultant to audit inspection process.
- Maintains and ensures City compliance for all areas of responsibility related to the City's MS4 permit.
- Assists in interpreting and explaining ordinances, codes and regulations to contractors, homeowners and interested parties.
- Maintains project files ensuring completeness at end of project and assists in maintaining numerous paper and computer files, maps and databases related to the City's storm water utility and engineering operations.
- Performs other duties or assumes other responsibilities as apparent or assigned.

#### SUCCESS FACTORS:

- Able to take action in solving problems while exhibiting judgment and a systematic approach to decision making; to identify the important dimensions of a problem, determine potential causes, obtain relevant information and specify alternate solutions that result in effectiveness.
- Able to react to a work environment that will change day to day requiring quick departure, and reorganization of one's schedule.
- Display honesty, trustworthiness, dependability and respectfulness at all times.
- Perform in a self-directed manner.

- Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
- Attend administrative, department, and team meetings as scheduled.
- Continually seek and accept opportunities for personal and professional growth.
- Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work meets these standards.

## QUALIFICATIONS

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- Associates Degree or technical training required.
- Must possess CSPPE- Construction Site Pollution Prevention Inspector Program Certificate (or be able to obtain within one year of employment).
- Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.
- Ability to read and interpret technical information from meters, gauges and charts and take corrective action when necessary.
- Ability to read, analyze and interpret periodicals, journals, technical procedures and governmental regulations.
- Ability to write reports and present information and respond to questions from groups, customers, and the general public.
- Ability to make mathematical calculations for probability and statistical inference as well as geometry and trigonometry.

## PHYSICAL REQUIREMENTS & WORKING CONDITIONS

### PHYSICAL REQUIREMENTS:

- Able to walk and stand for long periods of time on different surfaces including walkways, trails, stairs and undeveloped areas.
- Able to lift, carry, push and pull up to 75 pounds.
- Able to perform all essential functions of the position while wearing required protective equipment.
- Able to remove manhole cover weighing over 100 pounds with the use of assistive devices multiple times during the day.
- Able to maneuver in undeveloped areas on uneven surfaces for up to two miles in various types of weather.
- Able to spend majority of work related time outdoors.
- Able to sit for long periods of time and to maintain focus on project such as computer screen or detailed paperwork.
- Be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees and members of the community.

### WORKING CONDITIONS:

- During summer months outside temperatures can be over 100 degrees for entire scheduled work day.
  - During winter months outside temperatures can be below zero for entire scheduled work day.
  - Position requires outdoor work where heat, cold, precipitation, and the results of weather and nature may be encountered.
  - May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.
  - Position requires travel within and outside of the City which imposes common travel hazards.
  - Standard work hours are 7:00 – 3:30 pm and will include weekends and evenings as required.
  - Willing to work long hours if necessary to meet the expectations of the job description.
  - To successfully fulfill the essential functions of this position, employee must maintain standard work hours within Waukee Public Works Building.
  - There is no residency requirement for this position.
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