



DAWSON COUNTY GOVERNMENT

25 Justice Way, Suite 2233
 Dawsonville, GA 30534
 (706) 344-3501

SOIL EROSION AND SEDIMENT PLAN REVIEW DAWSON COUNTY PLANNING AND DEVELOPMENT Full-Time/Hourly/Non-Exempt

JOB SUMMARY

Coordinates and reviews erosion and sediment control plans, in compliance with Section 7(d) of the Erosion and Sedimentation Act of 1975, as amended, interacting with various departments to coordinate the plan review process and ensure compliance with local, state, and federal departmental processes are cohesive with the administration of the Georgia National Pollutant Discharge and Elimination System (NPDES) General Permits. and systems codes, policies, rules, regulations, and standards. Receives and coordinates soil and erosion plans for individual residential lots in accordance with EPD and NRCS standards.

ESSENTIAL DUTIES

- Review construction development site plans involving clearing, grading, erosion, and sediment control measures to ensure compliance.
- Conducts inspections at residential, commercial, and industrial construction sites to ensure compliance with applicable Federal, State, and Dawson County codes, standards, and Best Management Practices.
- Notifies responsible inspectors, contractors, subcontractors, engineers, or homeowners of code violations; discusses corrective options; issues violations; makes recommendations for stop work orders if necessary; documents findings and recommended solutions.
- Interprets and enforces ordinances and codes related to land disturbance, soil erosion, and sediment control of new and existing construction at residential, commercial, and industrial construction sites; inspects properties in the process of building or alteration; verifies conformance to applicable codes and ordinances and approved plans; issues correction or violation notices for non-compliance; and re-visits areas with repeat violators.
- Processes various documentation associated with department/division operations within designated timeframes and per established procedures. Receives and reviews various documentation; prepares/completes various inspection reports; compiles data for further processing or use in preparing department reports; and maintains computerized and hardcopy inspection records.
- Receives and responds to requests for information, complaints, and interpretation of code requirements; provides technical assistance to homeowners, engineers, developers, and other concerned parties; and attends meetings to discuss plan review procedures and comments.
- Participates in the electronic plan review process.

- Participates in developing and implementing program goals, objectives, and priorities; analyzes program requirements and prepares policy recommendations on various County functions and operations regarding erosion control regulations.
- Coordinates assigned program activities with those of other County departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
- Attends Georgia Soil and Water Conservation Commission Meetings
- Meets with state and local regulatory agencies as needed.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to the area of assignment; incorporates new developments as appropriate.
- Performs related duties as required.

KNOWLEDGE/ SKILLS / ABILITY

KNOWLEDGE OF:

- Principles, techniques, equipment, appropriate design, installation, and maintenance of E and SC measures at construction sites.
- State and Federal regulations related to ESC and the National Pollutant Discharge Elimination System (NPDES) permits for Georgia.
- Department and County policies and procedures, County subdivision code, County Land Use resolution, and State codes and regulations.
- Site plans, construction drawings, and surveys.
- Commercial Plan Review
- Pertinent federal, state, and local laws, codes, and laws regulating soil erosion control.
- Microsoft Office software and other relevant technologies.

SKILLED IN:

- Microsoft Office
- Verbal and written communication
- Time management, organization, and attention to detail
- Making mathematical calculations and drawing logical conclusions.
- Establishing and maintaining effective working relationships with County staff and the general public.

ABILITY TO:

- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.
- Communicate effectively and courteously with the public, both verbally and in writing.

- Tactfully deal with upset customers, including those that may have limited or no knowledge of the building industry and its requirements.
- To recognize deviations from or non-compliance with applicable codes, ordinances, and regulations related to E SC and NPDES programs.
- To keep records and prepare reports of enforcement activities for E and SC, GSWCC, and NPDES Phase II programs.

COMPLEXITY

The work consists of understanding and applying State and Federal regulations related to ESC, and Georgia's National Pollutant Discharge Elimination System (NPDES) permits. To meet the goals and needs of the Georgia Soil and Water Conservation Commission, Department of Environmental Protection, Dawson County citizens, and the Board of Commissioners.

CONTACTS

Contacts are typically co-workers, other county employees, surveyors, contractors and the public. Contacts are typically to give or exchange information, resolve problems, and provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of this position is to Review plans and specifications for commercial, industrial, and residential projects to ensure compliance with State and Federal regulations related to ESC and the National Pollutant Discharge Elimination System (NPDES) permits for Georgia, Dawson County codes, and state regulations.

Physical Ability: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Clear hearing and speech are required. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

Environmental Factors: The work is performed in various situations, both indoors and outdoors, and the employee will be exposed to mud, dust, dirt, machinery with moving parts, debris, and inclement weather. Some work may require protective devices such as boots, masks, goggles, or gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This job classification is non-supervisory. The Development Services Representative II is the second level in the Development Services Representative class series. This classification is distinguished from the Development Services Representative I in that a person in this position will have achieved certification from the International Code Council (ICC) as a Permit Technician, and Level 1A GSWCC certification, have customer service contact experience and be able to perform additional duties as outlined.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- An Associate’s degree in Environmental Studies, Natural Resources, or a related field is required; four years of experience in land use review, plan review, code analysis, building inspections, systems review, or a related field, or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this job.
- Level 1A/1B Certifications.
- GSWCC Level II Certified Plan Reviewer Certification.
- Applicant must possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____

12.10.2024