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www.SoilDistrict.org

## **POSITION DESCRIPTION**

### **INSPECTOR I**

Under direction of the District Director and Assistant Director, and in accordance with the policies and programs of the Ocean County Soil Conservation District (OCSCD), an Inspector I:

- assists in the implementation of the Soil Erosion and Sediment Control Act,
- assists in gathering data required for the application of natural resource conservation, and
- performs related duties as assigned.

#### Nature of Assignments

Assignments will orient the employee in the application of academic knowledge and will assess the employee's potential. Assignments will include: organization, policies, political structures, land and water legislation, and others. Technical assignments will include: collecting planning data, field inspections of conservation practices, and the review of minor projects with supervision.

#### Examples of Work

Inspects projects subject to Chapter 251 for compliance to certified erosion control plans and the NJ State Standards for Soil Erosion and Sediment Control.

Performs necessary record keeping and data-entry for Chapter 251 applications and for NJDEP Stormwater Discharge Permits.

Assists in determining the natural resource needs of Ocean County and helps in the development of suitable programs to service such needs.

Prepares clear, technically sound, accurate and informative reports regarding OCSCD programs.

Maintains cooperative working relationships with resource agencies.

#### Level of Responsibility

Employees at Inspector I level are expected to independently perform tasks that require simple and direct application, including academic training. Decisions are limited to the choice of known techniques to be applied. Work is checked frequently during progress.

#### Requirements

Graduation from an accredited college or university with a Bachelor of Science degree in natural sciences or related field. Possession of a New Jersey driver's license.

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#### Knowledge and Abilities

General knowledge of and familiarity with basic concepts of soil erosion and sediment control and soil and water conservation. General knowledge of construction techniques.

Ability to work effectively with builders, landowners, engineers, landscapers, government agencies, and others in the field.

Ability to solve mathematical problems used in erosion and sediment control work.

Familiarity with construction details, conservation practices, aerial photographs and topographic maps.

Familiarity with basic computer operations and proficiency with programs including: Word, Access, and Excel. Practical application of GIS.

Ability to keep current with literature and other source material pertaining to soil erosion and sediment control.

Ability to prepare clear, informative, and technically accurate reports and articles.

Ability to maintain the required files and records of OCSCD.

Good health and freedom from any disabling physical or mental condition that might impair the proper performance of the required duties of an Inspector I, or that might endanger the health and safety of oneself or others.

#### Salary Range

Starting salary is commensurate with education and experience.

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