

CITY OF TEGA CAY, SOUTH CAROLINA  
JOB DESCRIPTION

JOB TITLE: ENVIRONMENTAL COMPLIANCE/ZONING OFFICER  
DEVELOPMENT SERVICES

GENERAL STATEMENT OF JOB

Under occasional supervision, administers, inspects, and enforces environmental compliance operations; oversees and performs site plan reviews and reviews developmental plans to ensure compliance; conducts routine inspections to ensure compliance with all applicable zoning codes and related ordinances; coordinates the implementation, education, tracking, and reporting on the city's Stormwater Management Program; manages the SMS4 permit; performs technical, administrative, and research tasks related to planning and zoning issues including assisting with the Planning Commission and Zoning Board of Appeals meetings; reviews, edits, and drafts new and existing language for zoning and development ordinances. Reports to the Director of Development Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Manages and performs all stormwater compliance and regulation duties.

Implements stormwater programs to include public awareness and participation, illicit discharge detection and elimination, construction site runoff control, and municipal housekeeping.

Develops methods to implement, track, and report progress toward measurable goals; tracks efforts to reducing pollutants in stormwater, as necessary.

Conducts inspections, follow-ups, and enforcement on construction sites tracks lake levels, pollution levels, and rain gauges for compliance with environmental regulations and practices; generates reports and letters on findings from inspections; produces progress reports on site development; maintains and updates all related files and documents regarding inspections and progress.

Calibrates and maintains water quality sampling equipment and supplies; conducts water quality sampling at outfalls and other surface waters on an as needed basis.

Evaluates existing ordinances for stormwater discharges, recommend changes, and draft copies for submittal.

Interprets and enforces zoning code regulations and compliance.

Assists with the interpretation of planning regulations and compliance.

Manages and performs all applicable duties concerning the Board of Zoning Appeals.

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Drafts zoning documents and regulations as directed.

Reviews and processes zoning permits.

Reviews and enforces property maintenance and zoning violations.

Assists in the management of rezoning procedures.

Develops and performs environmental compliance outreach and education.

Handles calls and inquiries from citizens; addresses concerns and questions.

Ensures the proper training and education of team members concerning environmental and zoning procedures; monitors and consults to ensure efficient operations.

Responds to storm events and emergency situations.

Oversees work conducted by contractors working within the department.

### **ESSENTIAL SAFETY FUNCTIONS**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

### **ADDITIONAL JOB FUNCTIONS**

Performs general clerical work as required, including preparing reports and records, entering and retrieving computer data, copying and filing documents, attending meetings, answering the telephone, receiving and responding to e-mails and faxes, etc. using software such as Microsoft Office, BluePrince, PointMan, Adobe, and ArchGIS.

Assists management with related duties as directed.

Coordinates communications between engineers and developers with the city staff.

Position is subject to being "on call" and working after normal City work hours as well as on weekends and holidays.

Performs related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires High School graduation or GED supplemented by specialized courses/training equivalent to completion of one year of college in storm water operations, public works or closely related field. Requires one year experience in storm water operations, public facilities maintenance or closely related experience. Requires Class D driver's license. Must possess Certified Erosion Prevention and Sediment Control Inspector (CEPSCI) certification. Must possess or be able to obtain within twelve (12) months certifications for Certified Stormwater Plan Reviewer (CSPR) from SCDHEC. Must comply with the orientation and continuing educational requirements for Planning and Zoning Officials mandated by the South Carolina Planning Enabling Act.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 20 pounds) and occasionally heavier objects and materials (up to 40 pounds). Tasks may require traversing uneven terrain, entering confined spaces and/or climbing ladders during field inspections.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

**Language Ability:** Requires ability to read a variety of codes, policies and procedures, blueprints and construction drawings, specifications, correspondence, etc. Requires the ability to prepare inspection reports, violation notices, correspondence, etc., with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including construction trades, structural engineering, architecture, etc.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using office machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, keyboards, office equipment, control knobs, buttons, switches, catches, hand tools, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

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**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the department as they pertain to the performance of duties of the Environmental Compliance/Zoning Officer. Has knowledge of and is able to provide effective leadership and training. Is able to offer instruction and advice to subordinates regarding departmental policies, methods and regulations. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of environmental and safety codes. Is able to perform field work in uncomfortable physical conditions, including exposure to excessive heat / cold, odors, electrical currents, construction hazards, toxic agents, etc., and entering confined spaces and climbing to various heights. Is able to communicate professionally with other City and county departments, property/business owners, engineering / development and construction / real estate professionals, contractors, etc., in order to accomplish goals and complete projects. Is able to work under stressful conditions related to balancing multiple projects within the constraints of time available. Is able to react professionally at all times, dealing with sensitive situations with tact and diplomacy. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Is able to read and interpret technical materials pertaining to the responsibilities of the job. Is able to prepare required reports and records with accuracy and in a timely manner. Has thorough knowledge of the terminology used within the department. Has thorough knowledge of proper English usage and basic mathematics. Has knowledge of modern office practices and technology. Has knowledge of and skill in the use of computers for records management. Knows how to react calmly and quickly in emergency situations. Is able to maintain positive customer-focused relationships with co-workers, supervisors, agencies, the general public, and all other internal and external customers. Personally demonstrates appropriate customer service skills.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

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**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**