



DINWIDDIE COUNTY
invites applications for the position of:
Environmental Administrator

SALARY: \$50,191 - \$56,446 Annually
OPENING DATE: January 17, 2023
CLOSING DATE: Open Until Filled

General Description

The purpose of this job is to provide skilled and technical work reviewing site plans and hydraulic/hydrology calculations and performing project site inspections to ensure compliance with erosion and sediment control, storm water management, and flood control laws and regulations, and enforce Dinwiddie County's storm water and erosion and sediment (E&S) control regulations and ordinances.

This position works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions related to the type of work of the position as necessary.

- Performs inspection services on residential, commercial, and public projects to ensure compliance will local, state, and federal storm water management and erosion and sediment (E&S) control laws and regulations.
- Reviews plans for commercial and residential subdivisions in accordance with erosion and sediment (E&S) control, The Virginia Storm Water Management Program (VSMP), and Flood Plain Management. Performs hydraulic/hydrology reviews.
- Processes applications for land disturbance permits, VSMP permits, and advises customers of requirements and guides them through the process.
- Responds to and analyzes storm water problems; assists in the development of corrective actions; inspects storm water control mechanisms.
- Enforces erosion and sediment (E&S) control and storm water regulations and ordinances; investigates related complaints.

- Conducts biosolids inspections; ensures laws and regulations governing the land application of biosolids are properly implemented and enforced in the administration of County adopted environmental programs.
- Maintains files and records relating to biosolids, erosion and sediment control inspections and storm water control matters; prepares reports for state agencies.
- Works with outside agencies on development and implementation of environmental programs.
- Conducts informational meetings with citizens, builders, developers and other groups.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires Bachelor degree in urban or regional planning, environmental science or related field, supplemented by two (2) years of experience in erosion and sediment (E&S) control and storm water management inspections, and environmental planning; or possession of any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities.

Physical Demands

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

Unavoidable Hazards (Work Environment)

- Involves routine and frequent exposure to:
 - Bright/dim light; Dusts and pollen.
 - Extreme heat and/or cold; Wet or humid conditions.
 - Extreme noise levels, Animals/wildlife.
 - Vibration; Fumes and/or noxious odors.
 - Traffic; Moving machinery.
 - Electrical shock; Heights.
 - Radiation; Disease/pathogens.
 - Toxic/caustic chemicals; Explosives; Violence.
 - Other extreme hazards not listed above.

Special Certifications and Licenses

- Requires Dual Combined Administrator Certification from the Department of Environmental Quality within nine (9) months of employment.
- Must possess and maintain a valid state driver's license with an acceptable driving history.

Americans with Disabilities Act Compliance

Dinwiddie County is an Equal Opportunity Employer. ADA requires Dinwiddie County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Only online applications submitted through our website will be considered. To apply, please visit the [Dinwiddie County's Employment Opportunities](#) webpage.

Dinwiddie County is an Equal Opportunity Employer