

Salary Range \$64,256 - \$65,863 Based on Qualifications

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Application Deadline 10/24/2025

Caroline County Government Position Description Department of Planning & Community Development

Senior Environmental Planner

General Description:

Performs highly technical subdivision and site plan reviews to ensure that all plans meet County environmental regulations. Performs advanced technical work in the oversight and inspection of sites for compliance with County's Erosion and Sediment Control Ordinance, Chesapeake Bay Ordinance, flood management regulations and other environmental regulations. Serves as the Erosion Program and the Chesapeake Bay Preservation Act Administrator. Responsible for coordinating and directing environmental code compliance cases, maintaining statistical data, attends and provides environmental guidance as a member of the TRC Committee.

Organization:

The Senior Environmental Planner reports to the Planning Director.

Essential Functions:

The list of essential functions as outlined is intended to be representative of the tasks performed with this classification. 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.

- Performs advanced plans review and approval of proposed subdivisions, site and other construction plans submitted to the County through the development review process for compliance with County erosion and sediment control, flood hazard and Chesapeake Bay Preservation Programs. Coordinates Stormwater Plan reviews with DEQ.
- Performs inspections of subdivision and site plan construction sites to ensure projects are in compliance with County's Environmental Ordinances, and approved plans. Informs developers, engineers, and contractors of any deficiencies or deviations from approved plans, specifications, or Ordinances

and issues corrective action notices as appropriate. If corrective action is not accomplished, issues violation notices specifying corrective action required and participates in any other necessary enforcement proceedings, appears in court and presents testimony when required.

- Reviews and approves site and subdivision plans and plats; calculates subdivision and erosion control performance surety amounts for same.
- Initiates Chesapeake Bay Preservation Ordinance enforcement actions, investigates potential violations, provides documentation for a case file, creates enforcement documents, and works with other staff and the County Attorney to bring about a satisfactory resolution to the violation.
- Reviews single-family site plans for compliance with County's Erosion and Sediment Control Ordinance, Chesapeake Bay Ordinance, flood hazard regulations and other applicable construction standards and regulations.
- Conducts field conferences and inspections with developers, contractors, engineers, and property owners for above referenced responsibilities. Advises engineers, developers, and contractors of any problems or conflicts for correction and develops corrective action plans.
- Provides technical assistance to developers, contractors, and engineers concerning the selection and installation of erosion and sediment control measures and construction of stormwater management BMP (best management practice) facilities for parcels of less than one acre to ensure compliance with the Chesapeake Bay Program.
- Provides guidance to property owners, Homeowner Associations, and developers on requirements of the Chesapeake Bay Preservation Ordinance. Verifies the existence of RMA and RPA features on lands in the County.
- Maintains computer database of all inspections, project activity, and enforcement actions.
- Receives and responds in writing to complex questions; responds to all FEMA related inquiries.
- Provides interpretation and recommendation of ordinance amendments.
- Stays abreast of technical bulletins, proposed changes in State law, Codes and other related materials.
- Performs work safely in accordance with departmental safety procedures and the County Safety Program.

- Provides plan review assistance to homeowners proposing improvements to sites and or lots to ensure compliance with Erosion and Sediment Control and Chesapeake Bay Preservation Act regulations.
- Conducts final inspections of subdivisions, site developments, and single-family dwellings to evaluate and process the release of erosion control and subdivision performance sureties.
- May perform periodic inspections of stormwater BMPs and drainage structures to ensure the structures accomplish their intended function and are in conformity with County ordinances and approved plans for Chesapeake Preservation Program. Advises engineers, developers, owners, and contractors of any problems or conflicts for corrections and develops corrective action plans.
- Investigates and enforces Erosion and Sediment Control, and Chesapeake Bay violations of the County and State regulations, policies, and procedures; and prepares and maintains all reports and records related to enforcement and compliance actions.
- Reviews and determines if proposed activities are water dependent activities.
- Performs related work as required.

Working Conditions:

Environment Office & Field

Routine exposure to adverse weather, dust, fumes, noise, vibrations, insects and hot and cold temperatures

Physical Effort Routine lifting of objects under fifteen (15) pounds

Physically able to maneuver over rough terrain, including mud, debris and other obstructions on slopes ranging from 0 – 50%

Knowledge, Skills and Abilities:

Extensive knowledge of: State and County Codes pertaining to the performance of assigned duties, ability to interpret codes, modern principles of stormwater management, floodplain management and erosion and sediment control, including inspection relating to building construction and earthwork, soils, wetlands, and drainage. Ability to evaluate plans, estimates and specifications. Ability to review work of inspectors, manage programs and budgets. Ability to maintain effective working relationships with others and to effectively communicate verbally and in writing. Ability to exercise good judgment and to work independently.

Education, Experience and Training:

Bachelor's degree in environmental science, engineering or related field required with at least three (3) years of progressively responsible experience required and Certification as an Erosion and Sediment Control Combined Administrator and Certified Floodplain Administrator is required, or must be obtained within one year of date of hire, Certification as a Stormwater Management Program Administrator may be required for administration of the Chesapeake Bay Preservation Program.
– OR – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Valid Commonwealth of Virginia Driver's License
- Twelve-month probationary period
- Work beyond normal schedule

FLSA Non- Exempt