

City of Greenwood – Inspector

Job Title:	Inspector	Job Category:	Non-Exempt
Department/Group:	Stormwater	Job Code:	
Location:	479 S Washington St.	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	Superintendent
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
Job Purpose:	Responsible for inspecting contract work to ensure compliance with City/Department standards and project specifications, such as inspecting open ditches, infrastructure and erosion control.		

Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics.
- Responsible for annual and follow-up inspections of all water quality units within the City.
- Assist with development of educational programming and testing facility at the nature center.
- Review and report Stormwater Pollution Prevention Plans.
- Respond record and be point of contact for IDDE.
- Support construction inspections, and follow up compliance.
- Read and interpret prints, sketches, plans and specifications and prepare detailed reports.
- Review and resolve Stormwater complaints as received by Department.
- Develop and maintain City and Department reports and logs.
- Make practical application of policies, procedures, principles and practices of Stormwater maintenance and construction.
- Operate equipment including dump trucks, backhoes and front-end loader to assist when needed.
- Undertake equipment and truck maintenance as necessary.
- Utilize asset management software (Cityworks).
- Water quality testing and record data.
- Perform other duties as assigned (Maintenance/Locator).

Job Requirements:

- **Education:** High School Diploma or GED equivalent; Certified Erosion, Sediment and Storm Water Inspector (CESSWI), or ability to obtain certification within 12 months following date of hire.
- **Experience:** Three to five years' experience with storm pipe installation or related construction, operating trucks and

City of Greenwood – Inspector

equipment, and OSHA safety policies and procedures.

- **Skills and Abilities:** Proficient in reading and interpreting prints, sketches, and construction plans. Able to perform math calculations to including area, volume, and flow rates. Able to operate various equipment including levels, grade rods, GPS field computer, chain and pavement saws, welder, and front-end loader. Ability to operate other equipment as necessary. Must possess valid Commercial Driver's License Class B, with airbrake endorsement, and a safe driving record.
- **Physical:** Capable of driving/sitting and standing/walking for long periods of time, lifting and carrying objects weighing up to 150 pounds, and operating various tools and equipment. Must be able to work extended hours as needed which may include 24-hour on call.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Name Printed: _____

Employee Signature: _____

Date: _____

Approved By: