

**LIVINGSTON COUNTY  
JOB DESCRIPTION**

**DRAIN / SOIL INSPECTOR**

**Supervised By:** Environmental Projects Manager  
**Supervises:** No supervisory responsibility  
**Department:** Drain Commissioner  
**FLSA Status:** Non-Exempt

**Position Summary:**

Under the supervision of the Environmental Projects Manager, this position is responsible for providing inspection services for public drainage systems, private commercial and residential construction projects, and the issuance of permits. Reviews and performs flagging for MISS DIG for County storm drains.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- ✓ 1. Conducts inspections and assessments of construction sites to ensure compliance with applicable regulations.
- ✓ 2. Reviews construction plans to verify compliance with County soil erosion and sedimentation control design requirements, County SESC Ordinance, and state regulations.
- ✓ 3. Issues utility, ~~commercial,~~ and residential permits to include conducting pre-construction inspections and re-inspections.
4. Attends pre-construction meetings with developers, contractors, and local units of government as requested. *for br projects*
5. Invoices projects, collects and reviews required documents to verify compliance with approved design requirements for project closure.
6. Responds to inquiries from developers, contractors, and the general public on soil erosion and drainage issues.
7. Reviews MISS DIG requests for County storm drains in accordance with PA 174 of 2013, as amended, and stakes flags as needed.

8. Monitors active sites to ensure permit holders are properly complying with plans, specifications, and correct construction sequencing.
9. Inspects drain taps into County storm drains and observes crossings of County storm drains and verifies that the work is in compliance with applicable regulations and re-stabilized after the work is completed.
10. Assists office personnel with support duties.
11. Collects recycled batteries from collection locations throughout the County.
12. Assists with operation of county dams to maintain court ordered lake levels as needed.
13. Performs all other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma or GED and supplemental vocational training in construction trades and two years of experience as a construction inspector or skilled worker.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Department of Environmental Quality Soil Erosion and Michigan Department of Environmental Quality Construction Storm Water Operator certifications.
- Michigan Vehicle Operator's License.
- Good working knowledge of the principles and practices of construction and performing inspections.
- Considerable knowledge of applicable local, state, and federal laws, rules and regulations, ability to read blueprints, perform inspections and assessments, and make sound decisions regarding site conditions and drainage issues.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and department-specific software.
- Skill in the use of SCADA monitoring equipment and underground line locating equipment.
- Ability to respond to emergencies or service needs on a 24-hour basis.
- Ability to read blueprints, perform inspections and assessments, and make sound decisions regarding site conditions and drainage issues.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view, and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop, and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

**LIVINGSTON COUNTY  
JOB DESCRIPTION**

**DRAIN INSPECTOR / DAM OPERATOR**

<b><u>Supervised By:</u></b>	Environmental Projects Manager
<b><u>Supervises:</u></b>	No supervisory responsibility
<b><u>Department:</u></b>	Drain Commissioner
<b><u>FLSA Status:</u></b>	Non-Exempt

**Position Summary:**

Under the supervision of the Environmental Projects Manager, this position is responsible for operating county owned dams to maintain court ordered lake levels. Travels to dams on a regular basis, monitors weather and remote sensing units (SCADA) during and after regular hours, and adjusts dams as needed. Monitors condition of dam structures and oversees repairs as needed. This position also provides inspection services for public drainage systems, private commercial and residential construction projects, and the issuance of permits. Reviews and performs flagging for MISS DIG on County storm drains.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Conducts inspections and assessments of construction sites and County owned dams to ensure compliance with applicable regulations.
2. Reviews construction plans to verify compliance with County soil erosion and sedimentation control design requirements, County SESC Ordinance, and state regulations.
3. Issues commercial and residential permits to include conducting pre-construction inspections and re-inspections.
4. Invoices projects and collects and reviews required documents to verify compliance with approved design requirements for project closure.
5. Responds to inquiries from developers, contractors, and the general public on soil erosion and drainage issues.
6. Reviews MISS DIG requests for County storm drains in accordance with PA 174 of 2013, as amended, and stakes flags as needed.

7. Monitors active sites to ensure permit holders are properly complying with plans and specifications.
8. Inspects drain taps into County storm drains and observes crossings of County storm drains. Verifies that the work is in compliance with applicable regulations and re-stabilized after the work is completed.
9. Assists office personnel with support duties.
10. Collects recycled batteries from collection locations throughout the County.
11. Operates as primary contact for County owned dams
12. Travels to the dams on a regular basis, monitors weather and remote sensing units (SCADA) during and after regular hours and adjusts dams as needed.
13. Records lake level data.
14. Monitors the condition of the dam structures and oversees repairs as needed. Performs quarterly inspections of the physical condition of the structures and embankments of adjustable dams. Semi-annual inspections of the physical conditions of the structures and embankments of the fixed weir dams.
15. Cleans vegetation or debris off of or away from lake level staff gauges.
16. Reviews State of Michigan dam inspection reports.
17. Assists with the training of other staff on dam operations and safety.
18. Coordinates with Livingston County Emergency Manager Coordinator regarding emergency action plans on high hazard dams.
19. Performs other duties as assigned.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform the job,

Requirements include the following:

- High school diploma or GED and supplemental vocational training in construction trades and two years of experience as a construction inspector or skilled worker.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Department of Energy, Great Lakes, and Environment Soil Erosion Construction Storm Water Operator certifications.
- Michigan Vehicle Operator's License.
- Good working knowledge of the principles and practices of construction and performing inspections.
- Considerable knowledge of applicable local, state, and federal laws, rules and regulations, ability to read blueprints, perform inspections and assessments, and make sound decisions regarding site conditions and drainage issues. This position will also require a Dam safety course and continuing education.
- Skill in assembling and analyzing data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and department-specific software.
- Skill in the use of SCADA monitoring equipment and underground line locating equipment.
- Ability to respond to emergencies or service needs on a 24-hour basis.
- Ability to be on call as needed in order to monitor and modify lake levels on weekends and severe weather.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works both in an office and in the field. While in the office, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile both in an office setting and in the field with the ability to stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 50 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works both indoors and outdoors and regularly travels between work sites using a motor vehicle. The noise level in the work environment varies from quiet to loud.

Livingston County

## 2024 Non-Union Salary Steps

Effective January, 1 2024

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	8 MERIT	9 MERIT
1	17.34	17.86	18.40	18.95	19.52	20.11	20.71	21.33	21.97
2	18.56	19.12	19.69	20.28	20.88	21.51	22.16	22.82	23.50
3	19.95	20.55	21.16	21.80	22.45	23.12	23.81	24.53	25.27
4	21.44	22.08	22.75	23.43	24.13	24.85	25.61	26.37	27.16
5	23.05	23.74	24.45	25.19	25.94	26.72	27.52	28.35	29.20
6	24.78	25.52	26.29	27.08	27.89	28.73	29.59	30.48	31.39
* 7	27.26	28.08	28.92	29.79	30.68	31.60	32.55	33.53	34.53
8	29.98	30.88	31.81	32.76	33.75	34.76	35.80	36.87	37.99
9	32.98	33.97	34.99	36.04	37.12	38.24	39.38	40.56	41.78
10	35.46	36.52	37.62	38.75	39.90	41.11	42.33	43.61	44.92
11	39.00	40.17	41.38	42.62	43.90	45.21	46.57	47.97	49.41
12	86,802.85	89,406.94	92,089.15	94,851.81	97,697.37	100,628.29	103,647.14	106,756.55	109,959.26
13	93,313.06	96,112.46	98,995.83	101,965.70	105,024.67	108,175.42	111,420.68	114,763.30	118,206.20
14	102,644.37	105,723.70	108,895.41	112,162.27	115,527.14	118,992.96	122,562.75	126,239.63	130,026.82
15	107,776.58	111,009.89	114,340.19	117,770.39	121,303.50	124,942.61	128,690.88	132,551.61	136,528.16
16	113,165.42	116,560.38	120,057.19	123,658.91	127,368.68	131,189.73	135,125.42	139,179.19	143,354.57

GRADE	
1	Airport Worker Custodian

7	Accounting Bookkeeper II - Drain Commissioner Appraiser Circuit Court Administrator Coordinator Drain/Soil Inspector EMS Revenue Cycle Manager Jail Education Teacher Juvenile Court Register Lead Court Security Officer Mobility Manager Office Manager - Drain Commissioner Office Manager - Emergency Medical Services Office Manager - Health Department Office Manager - Treasurer Office Manager - Veteran Services Resource Coordinator Senior Deputy Circuit Court Clerk Swift & Sure/ Community Corrections Coordinator Veterans Benefit Counselor II Wastewater Operator
8	Client Advocate - Public Defender Drain Inspector / Dam Operator Environmental Health Specialist I Executive Assistant / Contract Administrator GIS Technician & Addressing Official Heavy Equipment Operator Law Clerk/Attorney Magistrate Maintenance Supervisor Office Manager/Deputy Clerk Office Manager/BOC Procurement Coordinator Tax Records Specialist Veterans Benefit Counselor III Wastewater Technical Specialist

11	Airport Manager Associate Engineer Application Support Analyst Communications Manager Conciliator Deputy Building Official ECM Administrator Education & Quality Improvement Manager - EMS Environmental Project Manager Epidemiologist Environmental Health Supervisor - Food Safety & Community Health Environmental Health Supervisor - Water, Wastewater, and Field Programs GIS Administrator Nurse Program Coordinator Project Management Coordination Specialist Security Administrator Senior Database Administrator Senior Public Safety Technology Administrator Systems Support Administrator Veterans Affairs Director WIC Program Coordinator
12	Assistant Prosecuting Attorney I Assistant Public Defender I Chief Deputy Register of Deeds Chief Deputy Treasurer Court Financial Officer Deputy Director of Human Resources Deputy Drain Commissioner Deputy Facility Services Director Deputy Finance Officer Emergency Manager Coordinator Enterprise Resource Planning Administrator Network Administrator Project Manager - EMS Public Health Nursing Supervisor Research Attorney