



1200 East Broad Street, 2<sup>nd</sup> Floor Human Resources  
Mansfield, Texas 76063  
Telephone: 817-276-4267  
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Email: hr@mansfieldtexas.gov

**JOB CLASSIFICATION:** Stormwater Inspector/Coordinator    **SALARY:** \$42,000-\$60,000 DOQ  
**DEPARTMENT:** Public Works – Environmental Services    **Full-time / Exempt**

**JOB DESCRIPTION:**

With guidance from the Environmental Manager, develop and implement the Municipal Separate Storm Sewer (MS4) Stormwater Management Program for the City. Typical tasks will include updates of development standards related to stormwater protection; permit review and tracking, inspections based on permit review, and enforcement of construction and post-construction water quality protections; gather information from multiple departments to prepare annual reports related to permit compliance activities; implement inter-departmental training programs; coordinate, liaise, and assist other staff working on items within the Stormwater Management Program; and interacting with the public, other City staff and the regulated communities.

**INSPECTOR EXAMPLES OF WORK TO BE PERFORMED:**

- Develop and implement a Stormwater Management Program to comply with the State TXR040000 Permit, with input from the Environmental Manager and other staff members.
- Design, develop and implement a construction and post-construction inspection program in compliance with the State permit and local resources, to include plan and permit review, SWPPP review, inspection tracking, enforcement for violations, post-construction database, etc.
- Conduct investigations based upon citizen complaints related to stormwater hazards.
- Write notices of violations, conduct follow up inspections, and escalate to further enforcement measures when necessary, to include the issuance of citations for violations.
- Prepare evidence acceptable for enforcement of ordinance violations including photographs, event timeline (what happened, where, when, who.) Provide to Municipal Courts system to prosecute ordinance violations.
- Investigate field problems or complaints from property owners, contractors or outside agencies.
- Responsible for efficient and safe operation, care, and appearance of assigned equipment
- Must be able to occasionally work past normal assigned shift.
- Other job duties as may be required.

**ADDITIONAL COORDINATOR EXAMPLES OF WORK TO BE PERFORMED:**

- Conduct and document investigations, audits, surveys and data collection as needed to maintain compliance with TXR 040000 and the City's SWMP in an organized manner for inclusion in annual reports, and work with facility managers to correct deficiencies when needed.
- Compile information of compliance activities into annual reports.
- Oversight of the City's street sweeping program and contractor.
- Coordinate activities related to implementation of the SWMP with other staff.

- Provide significant input to development and maintenance guidelines related to stormwater protection.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to accurately read and interpret civil construction plans and specifications.
- Ability to review civil construction plans for field related comments.
- Ability to communicate effectively, verbally and in written form; and ability to establish and maintain professional working relationships with staff, other professionals and the general public.
- Intermediate skills with Microsoft Office Suite software

**INSPECTOR DESIRED TRAINING AND EXPERIENCE:**

- Bachelor's Degree in environmental science, environmental/civil engineering, or related field highly required.
- One (1) to Four (2) years of experience in the field of stormwater management, or environmental management related tasks.
- Knowledge of GPS equipment.
- Familiarity with GIS software.
- State of Texas driver's license, Class C.

**ADDITIONAL COORDINATOR DESIRED TRAINING AND EXPERIENCE:**

- Bachelor's Degree in environmental science, environmental/civil engineering, or related field highly required.
- Three (3) to Five (5) years of experience in the field of stormwater management, or environmental management related tasks.

**ESSENTIAL PHYSICAL FUNTIIONS:**

1. The physical activity of this position
  - A. Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
  - B. Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
  - C. Stooping. Bending body downward and forward by bending spine at the waist.
  - D. Kneeling. Bending legs at knee to come to a rest on knee or knees.
  - E. Crouching. Bending the body downward and forward by bending leg and spine.
  - F. Crawling. Moving about on hands and knees or hands and feet.
  - G. Reaching. Extending hand(s) and arm(s) in any direction.
  - H. Standing. Particularly for sustained periods of time.
  - I. Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
  - J. Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
  - K. Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
  - L. Grasping. Applying pressure to an object with the fingers and palm.

- M. Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- N. Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
2. The physical requirements of this position  
Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
  3. The visual acuity requirements including color, depth perception, and field vision.
    - A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
    - B. The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
    - C. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures
  4. The conditions the worker will be subject to in this position
    - A. The worker is subject to both environmental conditions. Activities occur inside and outside..
    - B. The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
    - C. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
    - D. The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

#### **AMERICANS WITH DISABILITIES**

The City of Mansfield complies with the Americans with Disabilities Act of 1990 and it is our policy to ensure that no person is discriminated against based on their disability. The City of Mansfield offers equal employment opportunity to qualified individuals and strictly prohibits the discrimination against qualified individuals on the basis of disability. The City of Mansfield shall provide reasonable accommodations to applicants and employees who are otherwise qualified to perform the essential job duties when doing so does not create an undue hardship for the city.

#### **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

The City of Mansfield is an Equal Opportunity Employer who is committed to hiring and retaining highly qualified persons and a diverse workforce. The City of Mansfield is mandated by federal law to provide a drug-free working environment for the safety of its employees and the public. All employment is contingent upon passing a post offer pre-employment drug test and/or physical. It is the policy of the city not to discriminate against any person in recruitment, examination, appointment, training, promotion, discipline or any other aspect of personnel administration because of religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, ancestry, marital status, age, gender, veteran, disability or any other basis prohibited by federal, state, or local laws.



EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

**CURRENT EMPLOYER:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_  
**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_  
**REASON FOR DESIRING CHANGE:** \_\_\_\_\_  
**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_  
**YOUR DUTIES:** \_\_\_\_\_  
\_\_\_\_\_

**LAST EMPLOYER:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_  
**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_  
**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_  
**YOUR DUTIES:** \_\_\_\_\_  
\_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_  
**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_  
**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_  
**YOUR DUTIES:** \_\_\_\_\_  
\_\_\_\_\_

**NEXT PREVIOUS EMPLOYER:** \_\_\_\_\_  
**BUSINESS ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_  
**JOB TITLE:** \_\_\_\_\_ **SUPERVISOR'S NAME:** \_\_\_\_\_  
**DATES OF EMPLOYMENT:** From \_\_\_\_\_ To \_\_\_\_\_  
**REASON FOR LEAVING:** \_\_\_\_\_  
**STARTING SALARY:** \$ \_\_\_\_\_ **ENDING SALARY** \$ \_\_\_\_\_ **MAY WE CONTACT THIS EMPLOYER?** \_\_\_\_  
**YOUR DUTIES:** \_\_\_\_\_  
\_\_\_\_\_

**PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.**  
\_\_\_\_\_

**LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.**

**LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.**

**CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.**

Typing / Speed \_\_\_\_\_ WPM      Ten-Key Calculator  
 Computer List programs in which proficient: \_\_\_\_\_

**FOR TRADES JOBS ONLY:**

- Truck List type(s): \_\_\_\_\_
- Backhoe List type(s): \_\_\_\_\_
- Grader List type(s): \_\_\_\_\_
- Dozer List type(s): \_\_\_\_\_
- Tractor List type(s): \_\_\_\_\_
- Mower List type(s): \_\_\_\_\_
- Other equipment List type(s): \_\_\_\_\_

**EDUCATION**

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				Diploma      GED
Trade School				Course of Study _____ Certification _____
College				Degree obtained _____ Major _____ Minor _____
Other				

# **ACKNOWLEDGEMENT**

## **READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**Human Resources**  
1200 East Broad Street  
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(817) 276-4267

**READ CAREFULLY BEFORE SIGNING**

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

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*I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.*

*I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.*

*I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.*

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*Signature of Applicant*

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*Date*



Print Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Last First Middle Maiden Month Day Year

**SUPPLEMENTAL INFORMATION CARD**

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: \_\_\_\_\_

Race/Sex: Female  Male

- A.  American Indian or Alaska Native
- B.  Asian
- C.  Black or African American
- D.  Hispanic or Latino
- E.  Native Hawaiian or Other Pacific Islander
- F.  Two or more races
- G.  White

How did you learn of this position?

- Dallas Morning News
- Employee Referral
- Fort Worth Star Telegram
- HR Office
- Mansfield News-Mirror
- Professional Magazine\*
- Texas Workforce Commission
- Other \* \_\_\_\_\_

Internet Site

- Career Builder
- City
- Monster
- TML
- Other \*

\*Specify Which:\*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Other \*

Birth Date: \_\_\_\_\_  
Month Day Year

Birthplace: \_\_\_\_\_ U.S. Citizen  Yes  No

Have you previously worked for the City? No  Yes  If yes, when? \_\_\_\_\_  
Mo. Year to Mo. Year

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Under what other names have you been employed? \_\_\_\_\_



## Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: \_\_\_\_\_

Social Security \_\_\_\_\_ \*Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Prospective Employer \_\_\_\_\_

Applicants Signature \_\_\_\_\_

\*\* Notary Signature \_\_\_\_\_ Printed \_\_\_\_\_

State \_\_\_\_\_ County \_\_\_\_\_ Commission Expires \_\_\_\_\_

\* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. \*\* Only when requested