TITLE: Forest Conservation Inspector GRADE: 24 DATE: 2/23/2021 SERIES: Planning CODE: 2262 EEO: Professional FLSA: Exempt

Class Definition:

Under direction, performs professional forest conservation inspections to ensure developers comply with approved forest conservation plans, exemptions from submitting forest conservation plans, subdivisions and site plans. Reviews exemptions from submitting forest conservation plans and tree protection plans, amendments to forest conservation plans, plans resulting from enforcement actions and proposed planting plans. Researches and recommends the release of financial securities held to ensure compliance with approved planting plans. Maintains inspection notes and logs and responds to complaints and violations. Presents plans to the Planning Board, meets with legal counsel to review enforcement cases and actively participates in violation hearings. Work is performed independently or as part of a work team or group and ensures completeness, soundness and sufficiency of the work. Work may be confidential or sensitive. Applies knowledge of the principles and concepts of planning, landscape architecture, zoning and environmental science, arboriculture, and planning regulations and processes. Independently performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of ongoing functional responsibilities, requirements of specific assignments and anticipated problems. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted arboriculture practices, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the appropriate guidelines. The incumbent is to keep the team leader and supervisor informed of assignment status, non-routine problems/issues, and seeks assistance for unusual administrative matters. Work is evaluated in terms of effectiveness in meeting objectives, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties (Estimates Percentages):

1. Core Functions ($\pm 70\%$)

- Conducts periodic inspections of active construction sites to ensure continued compliance
 with approved forest conservation plans and tree save plans; conducts inspections of
 planting stock before planting, after trees are installed and according to the statutory
 requirements concerning maintenance and management period on planted trees.
 Researches and recommends the release of financial securities held to ensure compliance
 with approved planting plans.
- Conducts periodic inspections of conservation easements to ensure property owners comply with terms of easement. Reviews property owner's requests for exemption from submitting forest conservation plans and associated tree save plans.

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- Ensures developers comply with approved forest conservation plans, subdivision plans and site plans including reviewing already approved plan elements with developers during pre-construction meetings and reiterating components of plan in which the development must comply.
- Maintains accurate inspection notes and logs of all inspections and reviews.
- Meets with legal counsel from Commission's General Counsel Office to review enforcement cases and when necessary to prepare for violation hearings.
- Responds to complaints and drafts notices of violations and civil administration citations for individuals that fail to comply with County Forestry Conservation Law, approved forest conservation plans and terms of conservation easements. Recommends corrections alleged violators will need to resolve problems, submits plans to comply with forest conservation law or amendments to the previously approved plan.

2. Other ($\pm 30\%$)

- Responds to general inquiries from citizens, developers, engineers, architects, and attorneys concerning forest conservation regulations; develops a variety of correspondence, agreements, letters and electronic communication.
- Identifies contractors to create new forests on public or private land with money obtained when developer is unable to meet their forest conservation planning requirements on property.
- Recommends appropriate Planning Board actions; reviews forest conservation plan amendments and presents staff recommendations to the Planning Board.
- Communicates and interacts effectively with contacts, internal and external stakeholders including staff, consultants, contractors, citizens, community groups, public officials, and representatives from other agencies, as needed.
- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching, and performing other functions.

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Important Worker Characteristics:

A. Knowledge of (1) the principles and concepts of planning, landscape architecture, forestry, zoning and environmental science; (2) arboriculture; (3) current literature and recent developments in forest conservation*; (4) County Forestry Conservation Laws*; (5) County, State and Federal codes, regulations and industry standards*; (6) county geography*; (7) community and economic development*; (8) planning regulations and processes; (9) Commission organization, policies, and procedures*.

*Typically acquired or fully developed primarily after employment in this job class.

- B. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes ability to identify subtle aspects of problems and make recommendations and decisions. Examples include developing recommendations and conclusions that can withstand legal scrutiny; enforcing development applications and potential violations in a fair and consistent manner.
- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand and, at times, be convinced or persuaded. This includes skill in actively listening and encouraging effective communication by others. Examples include reading and understanding technical reports, correspondence, drawings, and plans as well as responding to complaints, inquiries and presenting recommendations to the Planning Board.
- D. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Planning, Forestry, Arboriculture, Environmental Science, or any related field.
- 2. Two (2) years of forestry or arboriculture experience.
- 3. An equivalent combination of education and experience may be substituted, which together total six (6) years.

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- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
- 5. Must be able to obtain and maintain Certified Arborist certification from the International Society of Arboriculture within one year of employment; and all applicable certifications.

Working Conditions:

Majority of time is away from the office and incumbent must be able and willing to conduct inspections in all weather conditions and temperatures, which includes rain, snow or excessive heat. Incumbent will need to be able to walk over uneven surfaces, through areas of natural and woody vegetation, and active construction sites to complete inspection work. They will need to be able to exchange information with internal staff and the public. May be subject to various job demands such as high volume of work and tight deadlines.