

**OCEANA COUNTY  
ASSISTANT DEPUTY, SOIL EROSION INSPECTOR  
FULLTIME POSITION**

**POSITION DESCRIPTION:** Under general supervision, responsible for the implementation of the Soil Erosion and Sedimentation Control Act, Part 91 of P.A. 451, 1994 as amended, and related County ordinances. Duties include reviewing and accepting Soil Erosion and Sedimentation Control (SESC) Permits, completing routine inspections, answering questions related to the same, Stormwater Reviews, filing, assisting the public, developers and others on issues related to stormwater and County Drains. Assist in drain inspections, drain maintenance, and drain assessing.

**POSTED DATE:** Thursday, March 6, 2025

**APPLICATION DEADLINE:** Posted until filled

**CURRENT SALARY:** 35 hrs. per week; hourly wage range of \$21.05 – 26.55

**QUALIFICATIONS**

Education:

- High School Diploma
- Soil Erosion and Sedimentation Control Plan, Review, and Design and Construction Storm Water Operator Certification (or ability to obtain them in 90 days)

Experience:

- One year of clerical experience
- Prior work experience in Soil Erosion and Sedimentation Control preferred.
- Prior experience in excavation or construction and installation of soil conservation structures and devices, or similar construction industry experience preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Administer and participate in the implementation of rules, regulations, and standards to prevent soil erosion and sedimentation on construction sites.
- Reviews and checks completion of Soil Erosion and Sedimentation Control (SESC) permit applications and accompanying site plans.
- Evaluates SESC control plans and protocols contained in permit documentation for compliance
- Conduct routine inspections and review site deficiencies with, notifies, and makes recommendations to the appropriate party to bring the site back to compliance.
- Prepare inspection reports and renewal applications for site owners.
- Issue written notices of violation, warnings, and civil citations as needed with sites that remain out of compliance. May issue cease and desist orders or revoke SESC permits under the direction of the Drain Commissioner or Chief Deputy Drain Commissioner.

- Provide final inspections of sites to ensure compliance with SESC protocols to authorize closing of permits.
- Prepare all reports, documentation, data analysis, and correspondence related to the SESC program.
- Participates in pre-construction meetings to review site containment plans for projects receiving SESC Permits.
- Inspects active construction sites to ensure compliance with the provisions of the Soil Erosion and Sedimentation Control Act, Part 91 of 451, as amended.
- Provide clerical support as directed by the Drain Commissioner and/or Chief Deputy Drain Commissioner.
- Provide assistance with the public via email, telephone, and in person.
- Provide receipts and log any monies received into the office. Present transmittal to the Treasurer's office at end of week in the absence of the Drain Commissioner and/or Chief Deputy Drain Commissioner.
- Ensure all permit files are complete, filed correctly, and properly retained.
- Assist the Drain Commissioner and/or Chief Deputy Drain Commissioner with drain inspections, drain maintenance, and drain assessments.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Knowledge of SESC permitting requirements and SESC best practices.
- Knowledge or ability to learn applied environmental hydrology, hydrogeology, topography, and soil knowledge.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, engineers, contractors, property owners, and representatives of various agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and the public to obtain and provide information.
- Ability to interpret blueprints, engineering diagrams, drawings, constructions plans, and GIS maps.
- Ability to read and comprehend documents, records and other correspondence.
- Ability to accurately file documents and records as needed.

- Ability to work independently

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

**All interested parties should submit cover letter and resume to the following address:**

Oceana County Administrator's Office  
Attn: Jessica LaPointe  
100 S. State Street, Suite M-4, Hart, MI 49420

Or email to [jlapointe@oceana.mi.us](mailto:jlapointe@oceana.mi.us)