



# Greenwood County, SC Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).	
Class Title: Lake Inspector	Department: Lake Management	
Pay Grade: 111	Revised: 7/1/15	

## **General Description**

The purpose of this class within the organization is the inspection, documentation and oversight of the lake shoreline and encroachments. Enforces all rules and regulations on Lake Greenwood. Investigates violations, inspects permit corrections and permitted construction.

Works under general supervision according to set procedures.

## **Duties and Responsibilities**

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

### **Essential Functions:**

Patrols the shoreline of Lake Greenwood; enforces all codes and regulations set forth by Greenwood County.

Greets lake users, responds to emails and answers phones providing information to the public.

Uploads all data and photos in the Greenwood County Lake Management computer system to document encroachments, hazards, prohibited structures or any activity that does not meet regulations.

### **Additional Duties:**

Reviews applications; issues permits and violations in accordance with provisions set forth for adjoining property owners.

Inventories docks, critical habitat signs, prohibited list, hazards list, boat and truck maintenance, and safety equipment in order to maintain an accurate, current file.

Inspects areas to enforce provisions prohibiting the discharge of sewage, silt, brush, leaves, trees, and grass into Lake Greenwood.

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Delivers fee notices and flags unpaid docks.

Assists with upkeep of public boat ramps, islands, and log removal.

Performs related work as assigned.

## **Responsibilities, Requirements and Impacts**

### **Data Responsibility:**

*Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters or posts data or information.

### **People Responsibility:**

*People include co-workers, workers in other areas or agencies and the general public.*

Speaks with or signals to people to convey or exchange information of a general nature.

### **Asset Responsibility:**

*Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

### **Mathematical Requirements:**

*Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.*

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Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percentages.

### **Communications Requirements:**

*Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures for investigations and in drawing and layout work; composes routine reports and specialized reports, forms, and business letters, with proper format; speaks compound sentences using normal grammar and word form.

### **Judgment Requirements:**

*Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.*

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

### **Complexity of Work:**

*Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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### **Impact of Errors:**

*Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.*

The impact of errors is moderate – affects those in work unit.

### **Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

### **Equipment Usage:**

*Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.*

Handles or uses machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of a standard or in selecting appropriate items.

### **Unavoidable Hazards:**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

Involves routine and frequent exposure to traffic; moving machinery.

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## **Safety of Others:**

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. (Does not include safety of subordinates).*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

## **Minimum Education and Experience Requirements:**

Requires an Associate's Degree in environmental technology or closely related area or specialized courses/training equivalent to satisfactory completion of two years of college in business or recreation management.

Requires two years experience in code enforcement, land records research and construction OR an equivalent combination of education, training and experience.

## **Special Certifications and Licenses:**

None

## **Americans with Disabilities Act Compliance**

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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