



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **Watershed Inspector**  
Jurisdictional Class: Competitive  
Civil Division: Soil & Water Conservation District  
Adoption: CSM 02/14/07  
Revised: CSM 03/14/07; 06/13/07; 08/10/11; 01/14/15; 10/11/17

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**DISTINGUISHING FEATURES OF THE CLASS:**

Performs inspection work to prevent contamination of protected public watersheds. Under general supervision of the Watershed Specialist, the incumbent conducts inspections of Cayuga County watersheds by vehicle, boat, and foot. Work is reviewed through inspection of daily reports. May supervise seasonal employees. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Patrols properties (residential, commercial, agricultural and municipal) within Cayuga County watersheds, its shorelines and tributaries by vehicle or foot to detect violations of existing codes, rules and regulations or situations that environmentally impact the water quality within the watersheds and /or public wellhead areas;

Communicates with and prepares data and reports for agencies such as but not limited to the Water Quality Management Agency, New York State Department of Environmental Conservation, local health officials, zoning officials, Soil and Water Conservation Districts, public water suppliers and residents regarding watersheds and sanitary code rules and regulations, existing violations or situations that may impact the watersheds and/or public wellhead areas, as required;

Conducts regular and follow-up inspections of active construction sites within the watersheds, and provides assistance to municipalities regarding storm-water regulations;

Conducts agricultural land use and hazardous material survey and inventory including but not limited to pesticides, petroleum products and road salts used and stored within the watershed and/or wellhead areas;

Reports to the monthly meetings of the Water Quality Management Agency or other agencies such as water surveyors and SWCD Board as requested;

Attends training sessions and other seminars to keep current in the field as required;

Collects a variety of water and/or soil samples for analysis relating to watershed conditions and performs field testing using a variety of equipment such as a hydrolab;

May perform site evaluations for proposed sewage disposal systems during both pre and post construction period.

Prepares daily reports of inspection activities and report any violations to immediate supervisor and appropriate agency;

Uses a data entry keyboard or micro-computer to enter and retrieve data from computer files;

Maintains records & completes inspection reports related to the work;

Performs other related work as needed or assigned by Supervisor.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of GPS and GIS mapping technologies;  
Good knowledge of Cayuga County's Watershed rules and regulations, and related sanitary codes for New York State and Cayuga County;  
Good knowledge of the operation of various subsurface sewage disposal systems;  
Ability to understand and interpret watershed rules and rules and regulations, local sanitary codes, stormwater regulations, and DEC water quality regulations;  
Ability to prepare reports related to work;  
Ability to effectively use water sampling equipment and interpret lab analysis reports;  
Ability to establish and maintain harmonious relationships with the public;  
Ability to effectively communicate and work efficiently with municipal agencies;  
Ability to understand and interpret topographic maps, soil surveys engineering drawings, etc.;  
Ability to learn software systems and be proficient in computer applications.

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Environmental, Physical, or Biological Sciences, or a directly related field; OR
- (B) Graduation from a regionally accredited or NYS registered 2 year college or university with an Associate's Degree including a minimum of 12 semester credit hours in the physical & biological sciences and two years of experience related to the field of environmental science; OR
- (C) Satisfactory completion of 60 semester credit hours of academic education at a regionally accredited or NYS registered college or university including a minimum of 12 semester credit hours in physical & biological sciences and three years of experience related to the field of environmental science.

**SPECIAL REQUIREMENT(S):**

Possession of a current valid New York State Driver's License at time of appointment. From date of employment must possess and maintain NYS Driver's License.

Preference may be given to individuals that possess:

Professional in Erosion and Sediment Control (CPESC) Certification and/or Cayuga County Septic Inspection Certification