



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
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POSITION ANNOUNCEMENT

Permit Inspector (Water Resources): Full-Time Temporary (Seasonal) Application Deadline: February 18, 2025

Capitol Region Watershed District (CRWD or District) embraces and values diversity and inclusion. CRWD seeks to recruit, promote, and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. CRWD encourages anyone who is interested and qualified to apply for open positions.

POSITION DESCRIPTION:

Active construction sites are uniquely vulnerable to erosion from rain and wind. When rainwater contacts bare soils on a construction site, it can pick up sediment and other pollutants. Proper site management must be ensured so these pollutants aren't transported to storm sewers and nearby waters that connect to the Mississippi River. When construction is complete, impervious (paved) surfaces still can generate large volumes of stormwater that may contain oil, salt, dirt, bacteria, and trash.

The Permit Inspector will assist the Regulatory Division with inspection of active construction sites and permanent stormwater treatment systems to ensure compliance with District regulations that limit the discharge of stormwater pollution to our communal water resources.

The Permit Inspector position is an opportunity for individuals to gain experience with construction site inspection, erosion and sediment control practices, development plan review, and the installation and long-term operation and maintenance of engineered stormwater treatment systems, or Best Management Practices (BMPs), that have been installed in the District since 2006. The inspector will be responsible for conducting site inspections, documenting work through inspection reports, and communicating findings in person and via telephone and email to construction site managers, property owners, District partners, and regulatory staff. Most of the work will be in the field, with some office work including development plan review, email communication and follow-up with permit holders and contractors, record keeping, database management, and other duties as needed.

Applicants seeking an Associate or Bachelor of Science degree or equivalent in the field of Water Resources, Earth Science, Natural Resources, Civil Engineering, Construction Management, or related field are preferred. The inspector will work in a tight knit, mission-driven organization, with opportunities to learn about the many ways that CRWD works to protect and improve the water quality of our local natural resources. Join our team!

WORK TERM AND HOURS:

One Full-Time, Temporary Permit Inspector will be hired beginning late spring through early fall. In the summer from approximately June through August, work hours are expected to be 40 hours per week Monday through Friday. Part-time work is also desired beginning in April and may also be available into the fall pending need and schedules. Preference may be given to a currently enrolled student graduating on or after December 2025.

PREREQUISITES:

- Available for full-time work June – August, preference to applicants who can start part-time in April or May.
- Demonstrates verbal and written communication skills, in person, and via telephone and email.
- Good record keeping skills; diligence in collection and reporting of inspection data.
- Ability to work both independently and collaboratively.
- Compliance with all provisions of the CRWD employee handbook.
- Must possess a valid driver's license.
- Must be comfortable working in various field conditions, including frequent walking over rough terrain and in all weather conditions.
- Must help promote a diverse, inclusive, culturally competent, and respectful workplace.
- Currently enrolled student with some civil/geological engineering, soils, natural resources management, hydrology, and/or environmental studies experience preferred.
- Erosion Control and Stormwater Management training preferred (will be provided if needed.)

COMPENSATION:

\$20.00/hour, depending on qualifications and experience. This position does include paid holidays. This position is also eligible to receive Earned Sick and Safe time (ESST), according to State and local laws, and will accrue 1 hour of ESST for every 30 hours worked. No additional benefits or paid time off are available. Limited, un-paid time off is allowed with prior approval.

APPLICATION:

Send combined application of your cover letter, resume, and a list of relevant coursework or unofficial transcript in one Adobe PDF document to careers@capitolregionwd.org. Title the PDF with your full name and the position title (eg. JaneDoe_PermitInspector). **Application deadline is February 18, 2025.**