

1                                   **CITY COUNCIL OF THE CITY OF ANNAPOLIS**

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3                                   **RESOLUTION NO. R-04-09**

4                                   **Introduced by Mayor Moyer**

LEGISLATIVE HISTORY			
First Reader:	Public Hearing:	Fiscal Impact Note:	120 Day Rule:
01/12/09			05/12/09
Referred to:	Meeting Date:	Action Taken:	
Finance Committee	02/04/09	Favorable	

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8   **A RESOLUTION** concerning

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10                   **Job Description and Pay Grade for Environmental Compliance Inspector**

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12   **FOR** the purpose of approving the new job description for the Environmental Compliance  
13       Inspector position.

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15   **WHEREAS**, Section 3.12.020 of the Annapolis City Code provides that the City Council  
16       shall adopt job descriptions by Resolution after consideration of the  
17       recommendations of the Civil Service Board; and

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19   **WHEREAS**, the Annapolis City Council received the December 15, 2008, minutes of the  
20       Civil Service Board (copy attached) which favorably approved the  
21       Environmental Compliance Inspector job description (Pay Grade A-11); and

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23   **WHEREAS**, pursuant to Resolution R-03-08 Revised approved January 28, 2008, the City  
24       Council adopted the official Job Description Manual providing specifications  
25       for each position of employment with the City; and

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27   **WHEREAS**, it is necessary to incorporate job descriptions for any new positions adopted  
28       by the City Council into the official Job Description Manual.

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30   **NOW, THEREFORE, BE IT RESOLVED BY THE ANNAPOLIS CITY COUNCIL** that the  
31       new job description for the Environmental Compliance Inspector at Pay Grade A-11 (copy  
32       of job description is attached) is hereby adopted and included as part of the official Job  
33       Description Manual for the City of Annapolis.



## **Environmental Compliance Inspector**

**Job Class Code:** XXXX

**Pay Grade:** 11

**FLSA:** Non-Exempt

**Updated:** 10/08

**GENERAL STATEMENT OF DUTIES:** Primary point of contact for sediment and erosion control compliance. Lead efforts to develop and implement a sustainability plan for the City.

**DISTINGUISHING FEATURES OF THE CLASS:** Review of permit applications for erosion and sediment control, inspections of construction sites for conformance, and enforcement of Maryland Department of the Environment Erosion and Sediment Control regulations. Study the application and recommend the implementation of energy efficient standards to reduce costs, reduce energy consumption, and reduce our reliance on fossil fuels. Foster the creation of programs that promote urban sustainability and assist divisions to reduce environmental impacts from operations and improve environmental performance.

**EXAMPLES OF WORK:** (Illustrative only)

- Inspection of construction sites for compliance with state and local regulations as they pertain to erosion and sediment control;
- Reads and interprets construction plans, specifications and blueprints quickly and accurately to determine compliance with state and local regulations;
- Provides vision and leadership in the development of a sustainability plan for the City;
- Implements the recommendations of the Energy Efficiency Task Force as adopted by the City Council;
- Investigates the use of renewable energy sources for City facilities and vehicles;
- Applies for and manages grants to support the implementation of erosion and sediment control and sustainability programs;
- Represents the City within the community;
- Receives supervision from the Director of the Department or his/her designee;
- Assists with community education programs;
- Performs other related duties as required or assigned by the Director of the Department or his/her designee.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Possession of Level I certification in Land Management and Water Control, Erosion and Sediment Control (Green Card); experience in reading and interpreting construction plans, specifications and blueprint; experience with environmental permitting requirements as they relate to land development; experience providing technical guidance to staff, permittees,

contractors, community representatives, governmental representatives and citizens in a timely, professional and competent manner; five years of progressively responsible experience; graduation from an accredited four year college or university with major concentration in public administration, urban planning, environmental sciences, architecture, engineering or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Good physical condition.

**AMERICANS WITH DISABILITIES ACT:**

Physical ability: ability to perform required inspections on construction sites; ability to ambulate over rugged terrain and climb ladders; ability to operate a vehicle; ability to operate standard office equipment including copier, computer, fax machine, etc.; ability to reach into file drawers in standard four-drawer filing cabinets.

Visual ability: to effectively operate standard office equipment; ability to read and write reports, correspondence, instructions, etc.

Hearing ability: sufficient to hold conversation with other individuals both in person, over a telephone and/or radio.

Speaking ability: sufficient to communicate effectively with other individuals both in person, over a telephone and/or a radio.

Freedom from mental disorders which would interfere with performance of duties as described.

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**THE CITY OF ANNAPOLIS, MARYLAND  
CIVIL SERVICE BOARD MINUTES**

December 15, 2008

**MEMBERS PRESENT:** Robert R. **PENALOZA**, Chairperson  
Anthony F. **CHRISTHILF**  
Roberto **VELOSO**  
Sherry **YANGIA**

**STAFF PRESENT:** Kimla **MILBURN**, Director of Human  
Resources  
Michael **MALLINOFF**, Director, DNEP  
Frank **BIBA**, Bureau Chief, Environmental  
Programs  
Rose Mary **BLOUIN**, Human Resources

A quorum being present, the Chairperson called the meeting to order at 8:15 a.m.

**ISSUE BEFORE THE BOARD:** Minutes of October 20, 2008 meeting were approved as amended.

**ISSUE BEFORE THE BOARD:** Request to place into the Civil Service the position of Environmental Compliance Inspector.

Mr. Mallinoff stated that the primary job responsibility is sediment and erosion control with construction background and education in a science-related field. He also stated that this job is funded in the current 2009 budget.

After consultation with Mr. Hendricks, Ms. Milburn stated that Mr. Hendricks is in agreement with pay grade and language of job description.

The Board approved this position.

**ISSUE BEFORE THE BOARD:** Request to reclassify the position of Senior Property Maintenance Inspector.

The Board accepted minor changes in the job description. Mr. Mallinoff and Ms. Milburn will consult with Mr. Hendricks regarding this position and update the Board at the next meeting.

**ISSUE BEFORE THE BOARD:** Update on the Rules and Regulations.

Ms. Milburn stated that the Rules and Regulations are still in the Office of Law for review. Mr. Kling will outsource if review can not be completed by January meeting.

**ISSUE BEFORE THE BOARD:** Placement of positions into Civil Service: Dance and Fitness Coordinator, Hispanic Community Liaison, External Affairs Officer, and Grants Coordinator.

Ms. Milburn stated that she met with the City Council in closed session regarding these positions. These positions will be presented to the City Council at their next meeting but the Grants Coordinator position will remain contractual.

**ISSUE BEFORE THE BOARD:** Amendment to the City of Annapolis Personnel Rules and Regulations regarding Flexible Leave Act.

After discussion, the Board agreed that a separate section for Flexible Leave be created, with the ability to add, define and/or clarify the language in the future.

**ISSUE BEFORE THE BOARD:** Update on Samuel Cyrus matter.

No court date has been set in Circuit Court for Anne Arundel County.

**ISSUE BEFORE THE BOARD:** Procedures on Establishing New Positions or Reclassifying an Existing Position.

Discussion continued regarding the need for procedures when establishing or reclassifying positions. Ms. Milburn suggested reviewing jobs once a year in conjunction with the budget process, and working with Mr. Hendricks to assist with compensation and classification issues.

There needs to be a written Policy and Procedure for Classifications. A form (Request for Authorizations to Establish or Reclassify a Position) should be attached to Policy and Procedures for Classifications. The Board would also like job descriptions to be more concise.

Ms. Milburn will provide to the Board a draft written Policy & Procedure along with a form for changes.

**ISSUE BEFORE THE BOARD:** Update on Bowen.

Ms. Milburn provided the Board with an update on the status of the Bowen case.

**ISSUE BEFORE THE BOARD:** Selection of Chairperson for the Board.

Members present unanimously selected Robert Penaloza as the new Chairperson for the Civil Service Board.

**ISSUE BEFORE THE BOARD:** The next meeting of the Civil Service Board is scheduled for Monday, January 26, 2009 at 8:00 a.m. in the Council Chambers.

The meeting adjourned approximately at 10:05 a.m.

FOR THE BOARD:

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Robert R. Penalosa  
Chairperson

cc: Board Members  
Mayor  
Aldermen