



noncompliance and issuing instructions for corrective action both verbally and in written form; submits reports to detailing items of noncompliance to permit holder for correction; Additional duties include:

- Touring parish to detect unapproved or noncompliance construction/activities
  - Obtaining evidence and preparing report concerning violations which have not been corrected
  - Interpreting legal and construction requirements and recommending compliance procedures to contractors, property owners, permit holders, other applicable parties
  - Maintaining inspection records and preparing reports for use by the Solid Waste Inspector, Permits Inspector and the Seismic Inspector
  - Providing regulatory information to citizens planning an activity which is regulated by Lafourche Parish development codes and ordinances
- Provides the required inspection information to the CZM Administrator
  - Schedules requests for field inspections and maintains of inspection records; Ensures that inspection activities are closely coordinated with associated staff, engineers, contractors, and state and federal regulatory agencies
  - Receives and refers complaints/questions/concerns received from applicants for permits issued within the Division, state and federal agencies, contractors, property owners, elected officials, and departmental supervisors regarding permitting activities and compliance requirements

Other duties may be assigned.

#### **ADDITIONAL RESPONSIBILITIES**

- Assists in emergency preparedness planning and response
- Routinely interprets the Lafourche Parish Flood Insurance Rate Maps
- Assists in the completion of annual audit by retrieving departmental documents
- All parish government employees in a declared emergency shall be considered essential personnel

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

#### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction.

Initiative - Volunteers readily; Undertakes self-development activities.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

**Education and Experience.** High school diploma or general equivalency degree (GED); and one (1) year related experience and/or training; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding coastal zone management requirements preferred.

**Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

**Mathematical Skills.** Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability.** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Certificates, Licenses, Registrations.** Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment.

## **OTHER SKILLS AND ABILITIES**

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive parish regulatory program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software (Corel WordPerfect 7.0., Excel 7.0, Quattro Pro 8, and Lotus 123, preferred), business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must be able to safely operate motorized marine vessels.
- Must possess basic knowledge of waterways and canals in Lafourche Parish.
- Must possess the ability to establish and maintain effective working relationships with developers, architects, engineers, and the general public.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

## **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.