

JOB TITLE: Inspector/Office Assistant
REPORTS TO: Director of Water Quality
CLASSIFICATION: Part Time Temporary
DATE POSTED: 04/24/19
CLOSING DATE: 05/03/19



BRIEF SUMMARY

Are you passionate about public service and want to do your part to ensure Lafayette Parish communities and business can live, work, and play in a healthy environment? If so, Lafayette Parish Bayou Vermilion District (BVD) is seeking an individual to support the efforts of the Department of Water Quality on improving water quality in the Vermilion River via an ‘Educational On-Site Wastewater Treatment Unit Inspection Program’. The purpose of this part-time temporary position and of this program is to reduce fecal coliform contamination in Lafayette Parish’s ditches, coulees, and ultimately the Vermilion River.

Our ideal candidate will have excellent communication and interpersonal skills, sound judgement, exhibit organizational skills, and have flexibility to work both outdoors on homeowners’ properties as well as working indoors in an office environment. The candidate must be willing to commit to working 24 hours per week over the course of the 16 weeks.

START DATE: Monday May 6, 2019
END DATE: Friday August 23, 2019
HOURS: Typically, three 8-hour work days, with 30-minute lunch breaks.

DESCRIPTION & RESPONSIBILITIES

Assist the Chief Inspector to ensure tasks are completed in a timely manner. This may include but is not limited to: inspecting individual onsite sewage systems and educating homeowners of Lafayette Parish on the proper operation and maintenance of their systems, documenting the geographical location of the discharge of said systems, and assisting with educational water sampling in the Vermilion River.

Assist the Project Coordinator to ensure tasks are completed in a timely manner. This may include but is not limited to: tracking inspection data, participating in education and outreach activities (events, festivals, social media), scheduling appointments for inspections and re-inspections, preparing educational mail-outs, scanning and filing receipts and invoices, and tracking all hours and tasks in a time log for federal reporting purposes.

REQUIRED EXPERIENCE

- Bachelor's degree in the environmental science field or a student actively enrolled and working towards a bachelor's degree in the environmental science field
- Ability to work outdoors and in inclement weather for long periods of time
- Ability to perform manual labor and lift 50 pounds
- Be comfortable with working near roadways and on private property
- Show professionalism and courtesy for the public and landowner rights at all times
- Communicate effectively and in a positive manner toward the public
- Keep information generated and/or collected or shared and received confidential
- Ability to read and follow directions
- Demonstrated experience working successfully with a team and individually
- Microsoft Office knowledge
- Office environment experience

PREFERRED EXPERIENCE

- Experience with Global Positioning Systems (GPS) and Geographical Information Systems (GIS)
- Google Platform knowledge (Drive, Sheets, Calendar)
- Knowledge of data tracking and graphing
- Knowledge of federal contracts, grants
- Reporting experience

ADDITIONAL REQUIREMENTS

- Must possess a valid Louisiana Driver's License and have reliable transportation
- Submit to a pre-employment drug screen
- Hours not to exceed 24 hours per week

SALARY: DOE

TO APPLY: Please submit resume and cover letter to water@bayouvermiliondistrict.org

Disclaimer: This program was created and is supported by the Louisiana Department of Environmental Quality (LDEQ), the Environmental Protection Agency (EPA), and Bayou Vermilion District (BVD) through a federal contract. Information generated and/or collected or shared and received within this program shall be confidential and must require approval by the LDEQ prior to being shared to the public.

Lafayette Parish Bayou Vermilion District is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.