



## Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

**LAST UPDATED** January 16, 2026

**GRADE:** 1

**JOB CLASSIFICATION:** Technical I: Full-Time Temporary (Seasonal)

**POSITION TITLE:** Permit Inspector (Water Resources)

**REPORTS TO:** Regulatory Division Manager

Capitol Region Watershed District (CRWD) 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 interested and qualified to apply for open positions.

### **PRIMARY OBJECTIVE:**

Performs various entry level technical work in areas such as: permit construction inspection, maintenance/inspection of stormwater infrastructure, inspection report writing, and data management and analysis.

### **POSITION DESCRIPTION:**

This position assists 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.

### **ESSENTIAL FUNCTIONS:**

1. Inspect active construction sites to ensure compliance with CRWD Rules, including requirements for erosion/sediment control practices and temporary/permanent stormwater management practices, and complete reports and other correspondence to convey inspection findings to applicants, owners, contractors, and city staff.
2. Provide technical guidance to contractors and construction contacts to achieve site compliance and water quality protection.
3. Update the BMP database with inspection findings, applicant information, and other permit details.

### **ADDITIONAL FUNCTIONS:**

1. Develop and maintain relationships with permit applicants, engineers, contractors, and public partners. Identify opportunities to provide efficiency and strengthen these relationships.

2. Provide periodic technical and field support to other District programs including permitted sites maintenance, planning, grants, monitoring, facility management, and communications and engagement.
3. Assist with other tasks as needed.

*(The functions are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

**COMPENSATION:** \$20.50/hour, depending on qualifications and experience. This position includes 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, unpaid time off is allowed with prior approval.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma and combination of education, relevant experience, and demonstrated interest in the areas of Water Resources, Earth Science, Natural Resources, Civil/Geological Engineering, Soils, Hydrology, Environmental Studies, Construction Management, or related field. Applicants seeking an Associate or Bachelor of Science degree or equivalent are preferred.

#### **WORK SCHEDULE:**

- Available for full-time work June through August, with the option for starting immediately upon hire, either part-time or full time.
- The full-time work schedule is 40 hours/week, Monday-Friday, 8:00am-4:30pm.
- A position end date will be determined upon hire and employment will not exceed 6 months.

#### **KNOWLEDGE, SKILLS, and ABILITIES (KSA's):**

##### General

- Promotes a diverse, inclusive, culturally competent, and respectful workplace.
- Must be comfortable working in various field conditions, including frequent walking over rough terrain and in all weather conditions.
- Good record keeping skills; diligence in collection and reporting of inspection data.
- Ability to work both independently and collaboratively.
- Proficiency with a personal computer (PC), tablet, and Microsoft software packages for word processing, spreadsheet, database management, and computer-generated graphics including, but not limited to, Microsoft Office, Excel, Word, and PowerPoint. The ability to effectively use email and internet applications and other common software applications.
- Must have a valid driver's license.

##### Technical and Policy

- Ability to obtain Erosion Control and Stormwater Management training preferred (will be provided on the job).

#### Communication

- Demonstrates verbal and written communication skills, in person, by telephone, and by email.

#### Core Competencies

- Familiar with some fundamental concepts of erosion/sediment control, stormwater management, civil/geological engineering, soils, natural resources management, hydrology, and/or environmental studies.
- Demonstrates the ability to learn standard procedures and written instructions to accomplish assigned tasks.

**SUPERVISION RECEIVED:** Works under extensive supervision.

**SUPERVISORY RESPONSIBILITIES:** None.

**RESPONSIBILITY FOR PUBLIC CONTACT:** High level of public contact requiring tact, courtesy and good judgment.

**EMPLOYEE HANDBOOK:** All employees must sign an acknowledgment form indicating receipt and acknowledgment of the employee handbook.

**EMPLOYMENT CLASSIFICATION:** Hourly, not exempt from the provisions of the Fair Labor Standards Act.

**BACKGROUND CHECKS:** All employment offers are conditioned upon the applicant passing background checks. Convictions are not an automatic bar of employment. Each case is considered on its individual merits, and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment or removed from employment.

**EQUAL OPPORTUNITY EMPLOYER:** Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin, or other legally protected status protected under federal, state, or local law.

**If you need assistance or an accommodation due to a disability, please contact us at [careers@capitolregionwd.org](mailto:careers@capitolregionwd.org), 651-644-8888.**

## PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

### WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in controlled environment.
- 3) Stress level varies from low to high.

### PHYSICAL DEMANDS

Type of Activity	Frequency
Walking/standing:	S
Sitting:	M/S
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M/S
Crawling/Kneeling/Squatting:	M/S
Bending/Stooping:	M/S
Twisting/Turning:	M/S
Repetitive movement:	M/S
Lifting waist to shoulder:	M/S
Lifting knee to waist:	M/S
Lifting floor to knee:	M/S

S = Significant      M = Moderate      O= Occasional