

Permit Inspector (Part-Time, Seasonal)

Organization: Cormorant Lakes Watershed District

Location: Cormorant, MN

Hours: 5-15 hours per week (flexible scheduling, primarily weekdays, seasonal (May-September))

Compensation: Hourly rate of \$25 (DOE) + mileage reimbursement at the current IRS rate

Position Summary

The Cormorant Lakes Watershed District (CLWD) is seeking a detail-oriented and self-motivated Permit Inspector to support our regulatory program on a part-time basis. The inspector will conduct site visits and boat inspections to ensure compliance with watershed district rules and permits related to shoreland development, erosion control, stormwater management, and water resource protection.

Key Responsibilities

- Conduct field inspections of permitted projects, including construction sites, shoreland alterations, and stormwater management practices.
- Perform inspections on district lakes and waterways using a boat or watercraft.
- Prepare clear, accurate, and timely inspection reports in permit software, including photographs and documentation of findings.
- Communicate inspection results and compliance issues with Board Members or other interested parties as needed.
- Attend monthly CLWD meetings and provide updates on inspection activities as requested.
- Maintain regular communication with District staff and Board members regarding permitting and compliance matters.
- Document and report any violations or non-compliance issues in a professional and timely manner.
- Operate a personal vehicle to travel to inspection sites and transport a district boat for water-based inspections or personal watercraft as needed.
- Special projects related to water quality and conservation practices as they arise.

Qualifications

Required:

- Valid Minnesota driver's license and reliable personal vehicle (mileage reimbursed).
- Ability to safely operate a motorboat for lake and river inspections.
- Strong attention to detail and excellent written and verbal communication skills.
- Ability to work independently with minimal supervision.
- Basic computer skills (Word, Excel, email, and digital photo management). Ability to learn permit software and use public GIS resources.
- Comfortable working outdoors in varying weather conditions.
- Minnesota Boat Safety Course or ability to pass the course.

Preferred:

- Experience in construction inspection, environmental compliance, land-use permitting, or natural resources.
- Knowledge of watershed district rules, Minnesota shoreland regulations, stormwater management, or aquatic invasive species.
- Previous experience writing technical reports or conducting field inspections.
- Familiarity with local lakes, rivers, and watersheds in the district.

Physical Requirements

- Ability to walk uneven terrain, work in inclement weather, and occasionally lift up to 70 lbs (boat equipment).
- Comfortable operating a small motorboat and ability to launch boat, utilizing public accesses.

Work Schedule

This is a part-time, seasonal position averaging 5-15 hours per week. Schedule is flexible but will include regular field inspections and attendance at evening Board meetings (typically twice per month in Summer).