

## **JEFFREY NALLEY**

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### **EXPERIENCE**

#### **07/2018 – PRESENT LEXINGTON FAYETTE URBAN COUNTY GOVERNMENT GRANTS AND SPECIAL PROGRAMS**

##### **07/2018 – PRESENT CODE ENFORCEMENT OFFICER**

- Code Compliance Inspection: Conducts inspections of residential dwellings to determine if the dwelling is in compliance with KY Building Code, International Property Maintenance Code, International Residential Code and HUD Minimum Property Standards.
- Project Development: Develops a single family home rehabilitation scope of work, material specifications and cost estimate.
- Project Management: Manages all construction stages of single family dwelling unit rehabilitation to ensure the work is being completed in accordance with the written scope of work, specifications and all relevant building codes.
- Financial Oversight: Conducts progress payment inspections during the rehabilitation to determine percent of work completed and recommends payment to the contractor. Reviews all submitted change orders to determine validity. Ensures the rehabilitation is completed within the predetermined cost estimate.

#### **08/2012 – 05/2018 LOUISVILLE AND JEFFERSON COUNTY METROPOLITAN SEWER DISTRICT LOUISVILLE, KY**

##### **10/2015 – 05/2018 SANITARY AND STORMWATER SERVICES INSPECTOR**

- Plumbing Installation Inspection: Conducts compliance inspections of sanitary sewer backflow devices, private sanitary sewer line installation and fats oil and grease control equipment.
- Stormwater Inspections: Inspects stormwater detention basins to determine operational condition. Conducts site inspections of pervious and impervious areas to determine proper rate assessment.
- Plan Review: Reviews submitted engineered plans for food service establishments to determine compliance with Louisville / Jefferson County Metropolitan Sewer District Wastewater / Stormwater discharge regulations and Fats Oils and Grease program.
- Contractor Negotiation: Negotiates correction actions the plumbing installation contractor must perform to correct an improper backflow prevention device or fats oils and grease control equipment installation.
- Record Creation / Data Management: Utilizes geographic information system to create records of installed backflow prevention devices.
- Product Research: Researches new backflow prevention devices and fats oil and grease control equipment to be incorporated to Louisville / Jefferson County Metropolitan Sewer District Standard Specification Drawings.
- Budget Maintenance: Assists in administering and tracking a 2.25 million dollar yearly operating budget to install backflow prevention devices and disconnect improper connections to the sanitary sewer.
- Training Course Administration: Administers Louisville / Jefferson County Metropolitan Sewer District Fats Oils and Grease Hauler Course to private companies who clean and transport fats oils and grease within Louisville / Jefferson County Metropolitan Sewer District service area.

##### **04/2015 – 10/2015 MATERIALS SPECIALIST**

- Inventory Management: Maintained inventory and non inventory material by conducting cycle counts, adjusting order quantities and performing material receiving activities.
- Product Development: Developed and maintained spreadsheets to track material movements and record cycle count variances.
- Legal Documentation Development: Drafted procurement request for material and equipment.
- Data Entry: Entered data into material movement tracking spreadsheets and computer programs to support storeroom functions.

#### 08/2012 – 04/2015 EMERGENCY RESPONSE PRETREATMENT INSPECTOR

- Industrial User Inspection: Conducted environmental inspections of Industrial facilities to determine compliance with Louisville / Jefferson County Metropolitan Sewer District Wastewater / Stormwater discharge regulations, Louisville/ Jefferson County Hazardous Materials Ordinance, MS4 and 40 CFR 403 General Pretreatment Regulations For Existing and New Sources of Pollution.
- Hazardous Material Release Emergency Response: Served as a member of the Jefferson County Multi Agency Hazardous Materials Response Team, to investigate hazardous material release or threatened release to the environment. Advised the Hazardous Material Team on correct personal protective equipment to utilize which mitigation measures to implement. Obtained and analyzed field samples of released material. Documented facts and findings related to the hazardous material investigation.
- Legal Reports: Drafted legal enforceable Wastewater Discharge Permits.
- Technical Assistance: Provided technical assistance to the public and other governmental agencies regarding Louisville / Jefferson County Metropolitan Sewer District Wastewater / Stormwater discharge regulations, Louisville/ Jefferson County Hazardous Materials Ordinance, MS4 and 40 CFR 403 General Pretreatment Regulations For Existing and New Sources of Pollution.
- Rate Payer Service Request Response: Investigated, documented facts and advised rate payers request for service concerning illicit wastewater / stormwater discharges, hazardous material release and general Louisville / Jefferson County Metropolitan Sewer District inquiries for assistance.

#### 06/2007 – 08/2012 LOUISVILLE METRO DEPARTMENT OF PUBLIC HEALTH AND WELLNESS LOUISVILLE, KY

##### 10/2009 – 08/2012 ENVIRONMENTAL HEALTH SPECIALISTS

- Public Facility Inspection: Conducted compliance inspections of body art facilities, day camps, hotels, mobile home parks, public restrooms, school buildings, swimming pools and tanning facilities to determine compliance with all applicable Public Health Regulations and Local Ordinances.
- Onsite Sewage Disposal System Inspection: Conducted compliance inspections of package treatment plants and onsite sewage disposal systems to determine if the system is operating in a manner consistent to manufacturer specifications, Public Health Regulations and Local Ordinances.
- Public Health Investigation: Investigated request of public health hazards and nuisances and determined the proper plan of action to implement based upon my investigation findings.
- Rabies Control: Investigated documented animal bites, issued quarantine orders or rabies vaccination orders when needed. Documented investigation findings and briefed all pertinent parties.
- Sample Collection: Collected and analyzed field samples of swimming pools, unknown substances and wastewater.
- Administrative Hearings: Conducted administrative hearings to determine appropriate or enforcement action for repeat violations of Public Health Regulations or Local Ordinances.
- Legal Reports: Drafted legal enforceable correction notices and cease and desist orders to support compliance inspection findings.
- Hazardous Material Release Emergency Response: Served as a member of the Jefferson County Multi Agency Hazardous Materials Response Team, to investigate hazardous material release or threatened release to the environment. Advised the Hazardous Material Team on correct personal protective equipment to utilize which mitigation measures to implement. Obtained and analyzed field samples of released material. Documented facts and findings related to the hazardous material investigation.

##### 06/2007 – 10/2009 PLAN REVIEWER WATER AND SEWER

- Plan Review: Reviewed submitted engineered plans to ensure that all proposed or renovated structures have access to sanitary sewers or a properly designed and approved on-site sewage disposal system.
- Commercial Facility Plan Review: Reviewed submitted engineered plans for body art facilities, food service establishments, hotels, school buildings and tanning facilities to verify that the facility will be constructed in accordance with all Public Health regulations and local Health Department Ordinances.
- Residential Swimming Pool Review: Reviewed submitted residential swimming pool engineered plans to verify the pool will be constructed in accordance with local Health Department Ordinances and not encroach upon an existing or proposed onsite sewage disposal system.
- Development Review: Represented the Department of Public Health and Wellness during multi agency Development Review Committee hearings to review and provided technical assistance for proposed developments, minor plats, street closures and zoning change request.

- Technical Assistance: Provided technical assistance to other sections of the Louisville Metro Department of Public Health and Wellness, other governmental agencies and the public relating Public Health Regulations and Local Ordinances.

02/2005 – 06/2007 84 LUMBER COMPANY LOUISVILLE, KY / CAMPBELLSVILLE, KY

04/2006 – 06/2007 CONTRACTOR SALES REPRESENTATIVE

- Customer Development: Researched prospective contractors to solicit sales and build a professional relationship with them.
- Material Ordering: Researched and ordered specialty building materials and tools for customers.
- Engineered Plan Review: Reviewed residential construction engineered plans to develop a construction material list, cost estimate and project time estimate.

07/2005 – 04/2006 CO MANAGER

- Budget Maintenance: Assisted in ensuring the store operated within a predetermined operating budget and the store achieved a five million dollar yearly sales quota.
- Employee Supervision: Supervised a staff of ten employees to verify sale quotas were achieved, the correct building materials were delivered on time and the store standard operation procedures were being followed.
- Customer Dispute Resolution: Reviewed customer service request with the customer to develop and implement a plan of action to resolve the request.
- Vendor dispute Resolution: Negotiated with vendors and contractors to resolve billing discrepancies, shipping discrepancies and defective product shipment.
- Human Resources: Recruited and interviewed prospective employees and contractors for hire. Developed and instructed courses based on company policies, industry developments and OSHA safety requirements.
- Inventory Management: Conducted cycle counts to research material movement trends, track variances and research ways to improve Inventory management.
- Inventory Replenishment: Submitted material requisition orders to vendors based upon material movement history, sales projections and lead time.
- Engineered Plan Review: Reviewed residential construction engineered plans to develop a construction material list, cost estimate and project time estimate.

02/2005 – 07/2005 MANAGER TRAINEE

- Material Management: Conducted inventory cycle counts and ordered inventory items as needed.
- Project Plan Review: Reviewed proposed plans for construction projects and developed a construction material list based upon the customer needs.
- Customer Service: Assisted customers with material selection, product installation methods and correct construction methods.

12/2001 – 02/2005 WOODBINE CONSTRUCTION COMPANY LOUISVILLE, KY

CONSTRUCTION SITE SUPERINTENDENT

- Project Management: Collaborated with clients and project managers for the duration of a project to ensure that all work is being completed in accordance with the construction contract and project timeline.
- Project Supervision: Scheduled and supervised subcontractors to verify construction milestones were completed on scheduled and work was being completed with good workmanship.
- Safety Compliance: Conducted daily site safety inspections to ensure compliance with OSHA regulations.

**EDUCATION**

08/1997 – 12/2001 Eastern Kentucky University Richmond, KY  
Bachelor of Science Police Administration

**CERTIFICATIONS**

- 2018 Kentucky One and Two Family Dwelling Inspector
- 2018 EPA Lead Renovator
- 2017 NICET (National Institute for Certification in Engineering Technologies) Underground Utilities Construction Water and Sewer Lines Level 1
- 2010 Hazardous Materials Operations

- 2010 Hazardous Material Technician
- 2009 Commonwealth of Kentucky Registered Sanitarian

## **REFERENCES**

References available upon request.