

Butler SWCD Urban Specialist Vacancy Announcement

Offered by the Butler Soil & Water Conservation District (SWCD), this is a full-time permanent position with both technical and educational responsibilities and is subject to a six-month probationary period. The position will be under the administrative supervision of the SWCD Board of Supervisors and the day-to-day supervision of the District Administrator.

This position will be charged with assisting in implementing and updating an effective urban conservation program. Workload activities will focus on the coordination of specific water quality and restoration programs, assisting with natural resource reviews and services as assigned, and advising residents on best management practices. This position will also be responsible for providing educational workshops and programs. The successful candidate will be trained by District and State personnel.

Applicants should have an Associate Degree or higher in an environmental field of study or equivalent of five years of related work experience. A successful candidate would demonstrate skills, knowledge, and experience they have in the following areas:

Administrative background:

- Self-motivation
- Organization skills
- Group/team leadership
- Oral and written communication with government officials, contractors and private landowners
- Ability to present adult education workshops and other various presentations

Technical background:

- Evaluate the implementation/maintenance of best management practices (BMPs)
- Familiarity with topographic and watershed mapping
- Understanding of drainage and erosion principles
- Comprehension of engineering design/construction drawings, plats, and terminology
- Comprehension of stream morphology, soils, and geology

Computer background:

- Microsoft Office (Word, Access, Excel, & Powerpoint)
- ArcView GIS
- AutoCAD and related surveying and design abilities is a plus

This position will need to complete extensive field work which requires the ability to traverse steep terrain by foot. A valid Ohio driver's license is required. The position will work 40 hours per week at a rate determined by education and experience. Benefits include participation in the Ohio Public Employees Retirement System, vacation, sick leave, paid holidays and workers compensation. Salary range is \$36,000 - \$43,000 and will be based on experience, education, and skill level.

All programs, services, and activities of the Butler SWCD and the USDA Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, color, religion, national origin, sex, age, marital status, or handicap.

Applicants should provide the employment application (found at www.butlerswcd.org), along with a current typed resume, transcripts, and references to:

Kelly Crout, District Administrator
Butler SWCD
1802 Princeton Road, Suite 300
Hamilton, Ohio 45011
Phone: (513) 887-3720
Fax: (513) 785-6668

Applications accepted through Friday, August 3, 2018 at 4 pm

More information and an application can be found at website: www.butlercountyohio.org

Butler Soil and Water Conservation District
Job Description for Urban Specialist

Nature and Purpose of Work

The Urban Specialist is an employee of the Butler Soil & Water Conservation District and is authorized by Section 940 of the Ohio Revised Code. The employee is under the direct responsibility of the Board of Supervisors with the daily supervision and guidance of the District Administrator. The Urban Specialist will be a member of the District staff team in carrying out the general goals and objectives of the Butler Soil & Water Conservation District and is primarily responsible for assisting landowners with natural resource technical assistance and the evaluation, survey and installation of conservation and erosion control practices on their land.

Duties and Responsibilities

The following items outline the major responsibilities of the occupant of this position. The occupant will operate within the policies of the district board:

1. Technical Assistance:

- Administer technical assistance program for the District. Conduct technical requests including drainage, erosion, stream management, and other natural resource management related issues, as well as site investigations, recommended needs and feasibility.
- Coordinate Natural Resource Review Program for development and urban land uses
 - Conduct natural resource reviews for county zone changes, preliminary and final plat approvals, requested township reviews, and as needed for special projects.
 - Consult as needed with the Storm Water District on advising developers of erosion control regulations and when necessary coordinate enforcement actions through the Butler County Planning Department.
 - Consult as needed with the Floodplain Manager on advising stream setbacks and related issues of mitigation and conservation.
 - When requested, consult with the Ohio EPA and Butler County Engineers office in regards to the technical aspects of the NPDES program, 401 and 404 permitting.
 - Attend various meetings and workshops which include pre-construction, subdivision review committee, Butler County Planning Commission, Land Use Coordinating Committee meetings, etc.
 - Administer MOU's with local municipalities and townships regarding plan reviews for subdivision and planned development projects.
- Develop and coordinate water quality and restoration programs for urban land use to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals, and governing agencies.
 - Use resource inventories, land use information and available water quality assessments to identify existing and potential sources of non-point source pollution.
 - Facilitate information among local, state, federal resource agencies, watershed groups and land managers.
 - Support existing watershed organizations with technical assistance, watershed planning, and education programs. As well as provide technical assistance in planning and implementation of riparian buffers and other BMPs to protect surface and groundwater.
 - Look for grants to provide funding for non-point source watershed activities and other grants for funding watershed planning and implementation projects.
 - Work with county, municipalities, businesses, etc. to promote water quality protection.
- Maintain current and existing projects and report to the board the status and any necessary updates of each project.

- Keep record of mitigation easements.
- Become proficient in the use of computer and related software including GIS, Accela, and viable state and federal reporting programs. Become proficient in aerial photo, map and soil survey interpretation.
- Assist land users in applying vegetative practices by giving advice and on-site assistance in the proper method of seeding and maintaining critical areas.
- Assist as needed with any special projects; i.e. wetlands, school projects, parks, etc.
- Maintain filing system of plat and plan reviews and comments, maps, and landowners assisted, etc.
- Properly maintain and care for any equipment assigned for use in carrying out the job.
- Be innovative in developing new urban programs and proposals for consideration by the District Board of Supervisors.
- Be open and willing to implement new urban programs and/or ideas that the District Board recommends.

2. Education & Outreach:

- Conduct technical workshops and educational programs that include, but not limited to Sediment and Erosion Control Field Days, realtors and HOA workshops, etc. to the following:
 - Board of Realtors and any other relevant agencies
 - Developers
 - Home Owner Associations and property management companies
 - Homeowners
 - Public officials or other relevant or interested groups and/or organizations
- Develop workshops and demonstration projects related to land use and water quality.
- Generate and maintain manuals for water quality basins.
- Write news articles as needed or assigned by the District Administrator for the district newsletters, local newspapers, social media, etc.
- Maintain and update appropriate web pages on the District website.
- Assist in District educational activities and events as assigned by the District Administrator.
- Encourage to join appropriate organizations/memberships as District representative.

3. Administration:

- Become knowledgeable of the District's philosophy, programs and goals.
- Actively participate in District and community meetings as needed or requested.
- Attend various meetings and workshops related to this position, which includes township trustees, committee meetings, Local Work Group, etc. Some of these meetings may be night meetings.
- Assist in the development of the Annual Plan of Work and Long Range Plan.
- Attend monthly Board of Supervisors board meetings as directed by the District Administrator.
- Attend staff meetings as scheduled by the District Administrator.
- Responsible for all pertinent reporting into state reporting system, this includes but is not limited to technical assistance and projects for time keeping and accountability.
- Assist in the various office duties and tasks as assigned by the District Administrator.
- Actively seek opportunities for outreach and the promotion of district urban programs, as well as developing new programs to better serve the district.

Qualifications

1. Competent communication skills, written and oral, with an ability to work with a variety of public officials, builders and private landowners.
2. Competent organizational and time management skills with self-motivation.
3. Applicants should have an Associate or B.S. Degree in an environmental field of study or five years of related work experience.
4. General knowledge of computer and technology skills, additional consideration with skills in engineering, design and geographical systems.
5. Valid Ohio driver’s license.
6. Experience operating a truck and trailer.
7. Job applicant, after receiving a conditional offer, must successfully pass a background check and a drug test before employment as determined by the board of supervisors.

Work Schedule:

Daily working hours for the Urban Specialist will be 8:00 a.m.–12:00 noon and 12:30 p.m. – 4:30 p.m. Monday through Friday for a total of 40 hours a work week. Some weeknight and weekend hours may be required in which compensatory time may be earned with District Administrator approval.

Supervision and Guidance

Daily supervision is assigned by the District Administrator. The Urban Specialist is responsible for making his/her own appointments, for developing his/her weekly schedule in cooperation with the rest of the office staff and adjusting the schedule as necessitated by requests for assistance and by weather conditions, etc., with approval of District Administrator. An appropriate training schedule to meet the needs of the position will be worked out with the District Administrator. The ODA Division of Soil Conservation will assist in the training involving specific programs.

Performance Review

The performance of each duty in this position will be evaluated against the requirements developed for this position. A formal review will be completed by the District Administrator on an annual basis and discussed with the Urban Specialist; it will be the basis for any merit pay increases granted by the district board.

Job Description Approved:

Jeremy Fruth, Chair

Kelly A. Crout, District Administrator

Date



Butler Soil and Water Conservation District

1802 Princeton Road, Suite 300
Hamilton, OH 45011
Telephone: (513) 887-3720
Fax: (513) 785-6668
www.ButlerSWCD.org
butlerswcd@butlercountyohio.org

Employment Application

PERSONAL INFORMATION

Full Name: _____

Home Address: _____

Telephone (home): _____ (cell): _____

E-mail address: _____ Date Available for Employment: _____

Reason for applying for this job: _____

How did you learn of this position? And what attracted you to this position: _____

List and explain 3 qualities that would qualify you for this position: _____

What personal, educational, and work related experiences qualify you for this position: _____

EDUCATION

High School Attended (name/address): _____

Years Attended: _____ Graduated: _____

Additional Education/Schooling (name/address): _____

Major Course of Study: _____

Years attended: _____ Graduated: _____ Degree Earned: _____

Additional Education/Schooling (name/address): _____

Major Course of Study: _____

Years attended: _____ Graduated: _____ Degree Earned: _____

(Attach additional sheet if necessary)

WORK EXPERIENCE (List most recent first)

1. Employer name/address: _____

Job Title/duties: _____

Immediate Supervisor: _____ Phone: _____

Are you currently employed here: _____ May we contact them: _____

If not, why not: _____

Dates of Employment: _____

2. Employer (name/address): _____

Job Title/duties: _____

Immediate Supervisor: _____ Phone: _____

Are you currently employed here: _____ May we contact them: _____

If not, why not: _____

Dates of Employment: _____

(Attach additional sheet if necessary)

REFERENCES (provide three references)

1. Name _____ Relationship _____ Years known _____
Address _____
Phone _____ E-mail _____
2. Name _____ Relationship _____ Years known _____
Address _____
Phone _____ E-mail _____
3. Name _____ Relationship _____ Years known _____
Address _____
Phone _____ E-mail _____

List any watershed and/or stormwater experience: _____

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify that all statements made within this document are true to the best of my knowledge.

Signature _____ Date _____

Complete and return this application, accompanying a cover letter, resume, transcripts, and 3 non family references to:

Kelly A. Crout, District Administrator
Butler Soil & Water Conservation District
1802 Princeton Road
Hamilton, OH 45011

Application Deadline: Friday, August 3, 2018 at 4:00 pm