

9/01/2017

LORAIN SOIL & WATER CONSERVATION DISTRICT

Job Title: Urban Erosion & Stormwater Specialist
Reports To: Lorain SWCD Board of Supervisors
EEC Classification: Administrative/Technical

Introduction:

The position of Urban Erosion & Stormwater Specialist is located at the Lorain Soil & Water Conservation District (Lorain SWCD) offices, 42110 Russia Road, Elyria, Ohio, 44035. The employee occupying this position assists the Lorain SWCD Board of Supervisors with the administration of the Lorain Erosion & Sediment Control Rules, Comprehensive Stormwater Management Rules, and Public Education duties in accordance with the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) Phase II requirements. Work is expected to be performed with a minimum of supervision from the Lorain SWCD Board of Supervisors. Direction and supervision will be provided through regular and special meetings, conferences, and oral or written instruction. Further guidance may be obtained through the Ohio Department of Agriculture, Division of Soil and Water Conservation as prescribed in the Cooperative Working Agreement.

Summary of Position: The position of Urban Erosion & Stormwater Specialist is a technical and administrative position of the Lorain SWCD authorized by Section 940.08 of the Ohio Revised Code. The Urban Erosion & Stormwater Specialist shall be subject to the direction of the Lorain SWCD Board and to the guidance and assistance of the Division of Soil and Water Conservation, Ohio Department of Agriculture.

Hours of Work and Timekeeping: This position is considered a full-time, non-exempt (FLSA) position and the employee will work 40 hours per week, normally on a regularly scheduled basis. Normal hours of work are 8:00 a.m. to 4:30 p.m. Monday through Friday or as needed, with a 30 minute unpaid lunch break. The Urban Erosion & Stormwater Specialist shall flex the 40 hours of work to accommodate attendance at the Lorain SWCD monthly regular board meetings, special and emergency Board meetings, trainings, as well as any other events or other duties as prescribed by the Board outside the hours of work as described above. Full-time employees must use flex time within the same week because they cannot get paid over 40 hours per week. The Board does not permit the earning of comp time.

Upon arrival and leaving the Lorain SWCD office each day worked, and any time on leave during the day, the employee will use the Lorain SWCD time card. For purposes of reporting work accomplished and maintaining leave balances, the employee will use Beehive, a time manager software, as prescribed by the Ohio Soil and Water Conservation Commission. Time shall be entered into Beehive daily and timesheets shall be printed out for each pay period for Board approval. Upon approval of the timesheet in Beehive by the Administrative Assistant, the Board shall approve the timesheet.

Essential Functions:

1. Administer the Lorain County Erosion and Sediment Control Rules:

- A. Conduct site visits for erosion and sediment control permit applications as they are received for construction sites and lot splits.
- B. Provide technical assistance on erosion and sediment controls for permit holders following the specifications of the current version of the Ohio Rainwater and Land Development Manual.
- C. Perform review and provide comments or approvals of the design and calculations submitted as part of either the Erosion and Sediment Control Plan (ESC) or complete Comprehensive Storm Water Management plan on a timely basis according to schedule in Rules.
- D. Conduct inspections on active construction sites for compliance with the ESC Rules and provide written reports of all violations. Conduct enforcement activities as outlined in the Rules. Communication with the Lorain SWCD Board, the Lorain County Engineer Department, county officials, township officials, developers (builders), property owners, and EPA is vital.
- E. Investigate, conduct site inspections, and draft reports for complaints regarding erosion and sediment control issues.
- F. Utilize the Urban Site Program (USP) to track data for annual reports and to generate written compliance reports.
- G. Attend the Lorain County Stormwater Advisory Committee (SWAC) meetings.

2. Facilitate the administration of the Lorain County Comprehensive Stormwater Management Rules in coordination with the Lorain County Engineer Department.

- A. Conduct site visits for Comprehensive Stormwater Management Plan (CSWMP) review permit applications as they are received for construction site activities.
- B. Perform review and provide comments of the design and calculations submitted as part of the CSWMP in coordination with the Lorain County Engineer Department on a timely basis according to schedule in the Rules.
- C. Follow up on active construction sites with inspections and provide written reports as needed to document deficiencies.
- D. Communicate with Lorain County Engineer Department, county officials, and Ohio EPA any findings regarding inspections and post-construction follow up needs.

3. Assist county and townships with data needed for their annual reports to Ohio EPA as requested by county and township officials.

4. Assist with the District's initiatives.

- A. Develop and edit seasonal newsletters and public news releases.
- B. Utilize Microsoft Office software to promote the District, events, and generate educational materials.
- C. Assist with annual sales, the Lorain County Fair, District contests, and programs.
- D. Track all District initiatives using the Beehive program.

Additional Requirements:

- 1. Actively promote conservation initiatives and the mission of Lorain Soil and Water Conservation District.
- 2. Maintain working knowledge on current local, state, and federal policies regarding wetlands, streams, and the Ohio EPA National Pollutant Discharge Elimination System Program.

3. Participate in the team process.
4. Maintain a safe driving record and current valid Ohio driver's license.
5. Ability to obtain a knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to Lorain SWCD, ODA-Division of Soil and Water Conservation, USDA-Natural Resources Conservation Services and other conservation organizations.
6. Attend meetings during and after regular business hours; attend meetings within and outside of the District as requested.
7. Pursue continuous education and professional development opportunities as identified and directed.
8. Use the Beehive data base on a daily basis to enter/edit projects and record work time.
9. Assist with the administration and implementation of various water quality and non-point pollution source grants and programs.
10. Provide assistance to individuals/public as requested without regard to race, religion, sex or national origin.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelor's Degree (B.S.) in conservation, natural resources or engineering related field; or an Associate's Degree in a related field with at least twelve (12) months related work experience; or equivalent combination of education and experience. A CPESC (Certified Professional in Erosion and Sediment Control) or CPSWQ (Certified Professional in Storm Water Quality) certification(s) preferred and/or ability to obtain within six (6) months of hire.

Language Ability:

Ability to read engineering drawings. Ability to effectively write instructions, inspection reports, correspondence, and memos; ability to effectively present information in one-on-one and small group situations to customers, contractors, officials, and other employees of the organization. Ability to speak in front of an audience preferred.

Map Reading Ability:

Ability to read and interpret information from FEMA flood insurance rate maps, topography, USDA soil survey maps and wetland maps. Should be able to identify the boundary and calculate the size of contributing watersheds. Working knowledge of the USDA soil survey is required.

Math Ability:

Ability to calculate figures and amounts such as area, circumference, and volume; ability to apply concepts of algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Knowledge and proficiency in using Microsoft Office products (Word, Excel, PowerPoint, Publisher and Access). The employee will be required to learn and make use of other data bases such as USP or similar in an effort to track and record project work. Proficiency in working with GIS desirable.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is frequently exposed to conditions normally encountered in an office environment and to outdoor elements as the work requires. The work involves moderate risks or discomforts requiring some special safety precautions; observance of safety rules and traffic regulations. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, and sit; use hands to finger, handle and feel; occasionally required to reach with hands and arms, climb or balance. The work requires some physical exertion such as prolonged periods of standing, walking over rough uneven or rocky surfaces, bending, crouching, stooping, reaching or similar activities, occasional lifting of objects weighing up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Other duties and responsibilities not mentioned will evolve. The Board of Supervisors does not hold this job description to be “all encompassing” and maintain the right to develop other areas of responsibility as deemed necessary.

Name

Date

Lorain SWCD Board Chairman

Date