

WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

POSITION AVAILABLE

POSITION TITLE: URBAN TECHNICIAN

REPORTS TO: DIRECTOR

JOB STATUS: FULL TIME, PERMANENT, NON-EXEMPT

CIVIL SERVICE STATUS: UNCLASSIFIED

SCHEDULED HOURS: 40 HOURS PER WEEK

SALARY RANGE: \$18 to \$22 DEPENDING ON EXPERIENCE

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE CALENDAR DAYS, BEGINNING MARCH 01, 2019.

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

[E-Mail](#) or drop off a completed Warren County application, along with a cover letter and resume to:

Warren County SWCD
Attn: GIS Technician
320 E SILVER ST
LEBANON, OH 45036-1887

An application can be found on the Warren County website at www.co.warren.oh.us. Click on [Job Opportunities](#) and scroll down to [Warren County Employment Application](#).

Applications must be received by 4:00 p.m. on February 7th, 2020. This position is subject to a pre-employment drug screen and a background check (BCI).

The Warren County Soil & Water Conservation District is an equal opportunity employer.

WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION

Position Title: Urban Technician

Reports To: Director and Board of Supervisors

Status: Full-time Limited Hours, Permanent, and Non-exempt.

Probation: 1 year

Work Hours: 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week

Lunch: ½ hour unpaid

JOB RESPONSIBILITIES:

Under general direction provides technical assistance to landowners, consultants, engineers, units of government and other clients of the District. Implements the County erosion and sediment control regulations through plan review, fee collection, permitting, field inspections and enforcement. Assist staff in meeting District obligations to partners in stormwater permit compliance including reporting, education & outreach, storm water quality and quantity programs and other programs as necessary.

QUALIFICATIONS:

1. Completion of Associate or B.S. Degree in environmental science, civil or environmental engineering or a related course of study or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Construction and/or sediment and erosion control specific experience is favorable.
2. This position requires considerable knowledge of the principles and practices of natural resource conservation and management; stormwater control and management; sediment and erosion control practices; local, state and federal natural resource/stormwater permitting.
3. Ability to work a flexible schedule.
4. Excellent public relations and project management skills.
5. Ability to communicate effectively in both oral and written form.
6. Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher and Access) and willing to learn new applications.
7. A valid Ohio driver's license.
8. Takes initiative, is dependable, and has strong motivation.
9. Goal oriented.
10. Enthusiasm for District programs.

WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION

ESSENTIAL FUNCTIONS:

1. Assist in the administration of the County and other Warren Co MS4 municipalities with erosion and sediment control regulations including: review, comment and approval of erosion and sediment control plans, construction plans and Stormwater Pollution Prevention Plans.
2. Ensure compliance with sediment and erosion control regulations, earth disturbing permits as well as other local, state and federal permits through field inspections, communications with engineers, consultants, developers and contractors.
3. Assist landowners with natural resource management concerns, which may include stream bank stabilization, drainage problems, erosion problems, pond management issues, agricultural best management practices and other water use and disposal issues.
4. Assist with the District's storm water basin inspection program. Perform field inspections looking at basin construction and maintenance issues and work with responsible parties to achieve proper long term function.
5. Work with other District staff to provide stormwater education, outreach and technical assistance to our partners and their constituents.

OTHER DUTIES AND RESPONSIBILITIES:

1. Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants and animals.
2. Attend meetings, seminars and trainings outside of normally scheduled work hours.
3. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
4. Willing to further education and training in field of employment.
5. Perform other duties as required by the Director.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Personnel Policy Manual and District Work Rules and Policy Manual.

(Employee's Signature)

(Date)

Date Adopted: January 23, 2020
Date Revised: January 16, 2020