

**Lehigh County Conservation District  
Water Quality Program Assistant**

**GENERAL DEFINITION:**

This is an entry level position with the Lehigh County Conservation District. The position in this class reviews National Pollutant Discharge Elimination System (NPDES) permit applications for earthmoving activities as delegated for PA DEP in accordance with the Clean Streams Law, Chapter 102 Erosion and Sedimentation Control. Planning meetings are held to discuss and resolve issues regarding plans and plan implementation. Work includes the discharge of duties and responsibilities inherent in the management of county soil and water resources within guidelines developed by and activities of other local, state and federal government agencies. A position in this class reports directly to the Lead Resource Conservationist.

**TYPICAL EXAMPLES OF WORK: (Illustrative Only)**

- Reviews NPDES permit applications for completeness in compliance with the requirements of the Chapter 102 rules and regulations
- Performs database entries regarding permit activities
- Attends pre-application meetings as assigned
- Assists in NPDES permit close out activities and record keeping
- Assists in conducting training seminars or workshops; prepares and presents informational and educational programs

May be assigned to work with other natural resource management programs as needed

Performs other related work as required

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Knowledge of soil and water conservation issues.

Knowledge of environmental rules and regulations commonly found at the federal, state and local levels.

Ability to learn specific state and local laws, regulations and operating procedures governing land and water use.

Ability to coordinate plans, activities and operations with those of federal, state and local agencies.

Knowledge of algebra, geometry and trigonometry.

Some knowledge of the physical sciences.

Skill in numerical and verbal reasoning.

Ability to apply the principles and methods of the physical sciences to technical engineering problems.

Ability to read and interpret technical literature, engineering plans and tables.

Ability to communicate effectively, both orally and in writing.

Ability to traverse difficult terrain.

Ability to work outdoors in a variety of seasons and weather conditions.

Maintain a valid PA driver's license.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Education equivalent to completion of a bachelor's degree program with major course work in resource management, environmental science or related fields or an associate's degree in water resources, civil or any other appropriate field of engineering technology.

Or any equivalent combination of acceptable training and experience which has provided the knowledge, skills and abilities cited above.

**ADDITIONAL TRAINING AND EXPERIENCE:**

Attend training sessions provided by the Department of Environmental Protection.

Interested candidates may submit letters of interest, resumes and salary requirements to:

Lehigh County Conservation District  
ATT: William McFadden  
4184 Dorney Park Rd.  
Allentown, PA 18104