

CUMBERLAND COUNTY

CONSERVATION COORDINATOR (Erosion and Sediment Control)

Classification: Conservation Coordinator

5-Factor: 110 \$52,708.50 (annually)

Exempt

Position Description

OVERALL OBJECTIVE OF JOB: To administer programs delegated to the Conservation District by DEP relating to Chapter 102 erosion and sediment pollution control and the NPDES Program.

ESSENTIAL FUNCTIONS OF JOB:

1. Implement PA Code Title 25 Chapter 102 program. Erosion and Sediment (E&S) Control, by performing technical review of E&S control plans, conducting construction inspections of active earthmoving sites, investigating complaints related to E&S and conducting enforcement proceedings for sites in violation of the regulations.
2. Implement PA Code Title 25 Chapter 92 program, National Pollutant Discharge Elimination System (NPDES) through review of permit applications, including erosion control and post construction Stormwater management plans, to authorize the discharge of Stormwater during regulated construction activities.
3. Education and Outreach. Conduct trainings for the regulated community.

OTHER DUTIES OF JOB:

1. Assists with annual seedling sale and other community projects.
2. Prepares reports as required.
3. Conducts education programs for schools, and other community agencies.
4. Attends monthly meetings of the Conservation District.
5. Performs other job related duties as required.
6. Assists with monthly water testing program.

QUALIFICATIONS:

EDUCATION/TRAINING:

1. Bachelor's degree in resource management, civil engineering or related natural resource field. Computer training required.

WORK EXPERIENCE:

1. 1-2 years working experience in field of public or private soil conservation - preferred.

CERTIFICATION: Certified Professional in Erosion and Sediment Control (CPESC) or National Institute for Certification in Engineering Technologies (NICET) Level II preferred.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language and to follow oral and written instructions.
2. Must possess effective oral and written communication skills.
3. Must possess initiative and problem solving skills in relation to conservation projects.
4. Must possess ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
5. Must possess the technical knowledge of operating personal computers.
6. Must possess a valid Pennsylvania Driver's license and a willingness to travel as needed.
7. Must possess the ability to make independent decisions when circumstances warrant such action.
8. Must possess ability to work on large projects and to interact effectively with DEP, County or local officials.
9. Must possess thorough knowledge of engineering skills, practice and methods needed to carry out quality conservation programs.
10. Must possess the knowledge of current federal, state and local laws affecting conservation and agricultural areas.
11. Must possess ability to maintain confidentiality in regard to client information and records.
12. Must possess the ability to train others in management of soil and erosion control and other conservation programs.
13. Must possess general knowledge of modern office practices and procedures.