



Position Title: Resource Conservationist – Plan Reviewer

Position Summary:

The Lehigh County Conservation District is hiring for a full-time **Resource Conservationist – Plan Reviewer**, as a part of the District's Water Quality Program. To support the District's mission of protecting, conserving, and providing leadership for the sustainability of Lehigh County's natural resources, the Resource Conservationist – Plan Reviewer will review land disturbance proposals for compliance with the Clean Streams Law and Chapter 102 Erosion and Sedimentation Control regulations. Work includes the review of erosion and sediment control and post-construction stormwater management plans to effectively ensure the protection of soil and water resources within Lehigh County. This position reports directly to the Assistant District Manager.

Position Duties and Responsibilities:

- Conduct detailed engineering review, analysis, and preparation of reports and recommendations of Erosion and Sediment Control Plans that have been submitted to the District, for technical compliance with applicable federal, state, and local regulations
- Conduct completeness reviews to verify that necessary documents have been included in submission packages
- Implement the Pennsylvania DEP's Standard Operating Procedures for permit processing including utilization of review checklists, review letters, review timeframes and other procedures
- Prepare written technical review letters and incompleteness letters to applicants and their consultants identifying deficiencies in submitted engineered plans, reports, and calculations
- Provides technical assistance to professional and public audiences regarding the Chapter 102 and NPDES programs
- Participates in pre-application meetings with engineers, project owners, and cooperating agencies
- Attends training for technical subject matter
- Performs data entry, project tracking, and other record keeping as required
- Attends field meetings and site inspections as needed
- May be assigned to work with other natural resource management programs as needed.
- Performs other related work as required.

Minimum Qualifications:

- Bachelor's Degree in Natural Resource Management, Environmental Science, Geography, Engineering Technology or related field
- 1+ years of related experience desired, including environmental regulatory compliance, soil erosion and sediment control, and/or stormwater management experience
- Experience with Erosion and Sediment Control Plans and Post Construction Stormwater Management plans
- Any equivalent combination of acceptable training and experience which has provided the knowledge, skills, and abilities needed to complete job duties

Desired Skills, Knowledge, and Abilities:

- Knowledge of soil and water conservation issues.
- Knowledge of environmental rules and regulations commonly found at the federal, state and local levels related to land and water conservation.
- Ability to coordinate plans, activities and operations with those of federal, state and local agencies.
- Mathematical abilities including knowledge of algebra, geometry, and trigonometry.
- 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, while maintaining a professional demeanor.
- Ability to traverse difficult terrain and active construction sites.
- Ability to work outdoors in a variety of seasons and weather conditions.
- Maintain a valid PA driver's license.

Compensation Overview:

The District's compensation plan includes medical, dental and life insurance policies, flexible saving accounts, long term and short-term disability, paid vacation, sick leave and employer contribution to retirement plans, as well as training and development programs.

Lehigh County Conservation District is an equal opportunity employer and does not discriminate based on race, color, religion, sex, gender identity/expression, sexual orientation, national origin, age, disability or belief.

Salary is commensurate with experience and ability.

This position is being posted simultaneously with the Civil Engineer – Engineer in Training (EIT) posting to fill one vacancy.

Interested candidates should submit cover letter, resume and salary requirements to Holly Kaplan at hkaplan@lehighconservation.org; the LCED will be accepting applications until **July 5th, 2024**, or until the position is filled.