

**Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042**

Job Description: District Engineer/Assistant District Manager
Approved By: Board of Directors
Date Approved: December 18, 2025

ACCOUNTABILITY: Reports to District Manager and Board of Directors

REQUIREMENTS

WORKING KNOWLEDGE OF:

PA CODE TITLE 25

- Chapter 93 Water Quality Standards
- Chapter 102 Erosion and Sediment Control
- Chapter 105 Dam Safety and Waterway Management
- Chapter 92, NPDES Permitting, Monitoring, and Compliance
- Additional regulations as required to fulfill obligations of the position

SOUND UNDERSTANDING OF:

- Applicable local, state, and federal regulations.
- Emerging engineering practices
- Erosion and sediment control
- Stormwater management
- Agricultural practices
- Stream melioration
- Conflict resolution
- Basic Office Suite
- TR-55

LICENSES:

- Licensed (current) Professional Engineer in the State of PA
- Valid PA driver's license with unblemished driving record
 - Must pass criminal background check

RESPONSIBILITIES:

- Adhere to Lebanon County Conservation District's delegation agreement (with DEP) level 2 responsibilities in the Erosion and Sediment Control Program and National Pollutant Discharge Elimination System Permit Program
- Attend pre-application meetings and perform plan review site visits
- Conduct engineering reviews of NPDES submissions, erosion and sedimentation pollution control plans, and post-construction stormwater management plans for conformity with applicable Federal and State regulations
- Conduct site inspections regarding complaints and compliance related to the implementation of erosion and sedimentation pollution control and stormwater control measures

- Accurately document all activities using existing methods of documentation and/or improve upon documentation techniques
- Maintain accurate records and files as required by DEP and LCCD
- Testify before District Magistrate, DEP, Environmental Hearing Board, and other courts as necessary
- Oversee and mentor erosion and sedimentation pollution control technician and NPDES administrative specialist
- Engage in district, regional, and/or statewide continuing education programs and workshops
- Assist the agricultural team with engineering and/or review of ag projects
- Prepare monthly reports for the district board and the PA Bulletin
- Assist District Manager with Annual Performance Reviews for E&S Staff
- Maintain strong professional ethics, optimistic attitude, and cheerful demeanor with clients, staff, and associates

The candidate must have excellent analytical, written, and verbal communication skills. They must possess the acumen to perform all duties effectively while acquiescing to regulations, guidance, policies, and procedures set forth by DEP and outlined in the LCCD employee handbook. The candidate is expected to perform other duties as assigned by DEP and the district. These requirements outline the fundamental competencies and knowledge required to excel in this role. The Lebanon County Conservation District and DEP may amend job requirements at any time.

JOB SUMMARY:

The candidate is expected to have a pleasant disposition while providing expertise in the district's post-construction stormwater management program, erosion and sedimentation pollution control program, and additional programs as required. The candidate will be instrumental in obtaining and administering the district's post-construction stormwater management delegation agreement with DEP.

The candidate will review NPDES submissions for conformity with all applicable conditions, guidelines, policies, and regulations. Utilizing time frames, practices, and procedures established by the DEP, the candidate will produce accurate, defensible, and well-crafted comments. The candidate will oversee and approve work performed by the erosion and erosion and sedimentation pollution control technician and NPDES administrative specialist.

The District Manager, District Board, and DEP will conduct performance evaluations.

Office hours are from 7:30 to 4:00 Monday through Friday. On rare occasions, evening or weekend hours may be required.

PHYSICAL DEMANDS:

The ability to traverse multifarious terrain and maneuver through obstacles in diverse weather conditions. Occasional lifting up to 25 pounds may be required.

LEBANON COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER