



JOB DESCRIPTION
EROSION & SEDIMENTATION CONTROL TECHNICIAN
SULLIVAN COUNTY CONSERVATION DISTRICT
Last Updated: September 10, 2019

GENERAL DESCRIPTION:

This position has primary responsibility for administering the District's Erosion and Sediment Pollution Control Program (Chapter 102) and Dirt, Gravel, and Low Volume Roads program (DGLVR). This position also is responsible for National Pollutant Discharge Elimination System (NPDES) permitting, monitoring, and compliance (Chapter 92a). Work requires considerable independence after initial training in specialized aspects of the work.

JOB DUTIES & RESPONSIBILITIES:

Erosion & Sedimentation Control:

- Reviews E&S plans to determine adequacy of plan content and compliance with state regulations
- Responds to erosion & sedimentation complaints by recording necessary information and conducting on-site inspections of the area of concern
- Provides monthly and quarterly reporting information to the board of directors and DEP
- Coordinates E&S educational and training events in the county
- Provides technical assistance for earth moving activities
- Attends trainings offered by DEP
- Performs all other duties required to fulfil the delegation agreement for Chapter 102

National Pollutant Discharge Elimination System (NPDES):

- Processes General and Individual NPDES permits in the county in accordance with DEPs standard operating procedures
- Follows up on plan implementation until project completion, ensuring that best management practices are used, the site is adequately stabilized, and the permit is terminated
- Provides monthly and quarterly reporting information to the board of directors and DEP
- Provides technical assistance to the general public, technical professionals, and government agencies including on-site meetings and reviews
- Attends trainings offered by DEP
- Performs all other duties required to fulfil the delegation agreement for Chapter 92a.

Dirt, Gravel, and Low Volume Roads:

- Completes road assessments in the county to determine project eligibility
- Assists grant applicants with applications, reviewing for eligibility and use of best management practices and design
- Notifies grant applicants of environmental permitting requirements and provides guidance
- Provides technical guidance to the Quality Assurance Board (QAB) and district directors
- Organizes workshops, trainings, demonstrations, and other public education events
- Maintains a positive relationship with eligible program applicants to encourage program participation in the county

Dam Safety & Waterway Management:

- Reviews & keeps record of permits in the county
- Provides technical assistance to landowners and operators
- Educates the public on Chapter 105 requirements through newsletters, social media, and educational events
- Responds to Chapter 105 related complaints in coordination with DEP
- Attends trainings offered by DEP

ADDITIONAL JOB FUNCTIONS

- Interprets various forms, correspondence, technical plans and reports, Standard Operating Procedures, soil surveys, maps, photographs, laws and regulations, manuals, and other documents
- Assists with the conservation district's educational events and fundraising activities
- Prepares news articles for public outreach and education
- Represents the district at a variety of meetings and conferences including agency board meetings, planning meetings, presentations at schools, county meetings, municipal officials' meetings, Codes Inspections, civic groups, etc.
- Works with local, state, and federal agencies and organizations to improve natural resources and offer informative and beneficial events in the county
- Attends monthly board meetings and provides a written report to the directors at the end of each month
- Submits quarterly reporting information to the Department of Environmental Protection and to Penn State's Center for Dirt & Gravel Road Studies
- Maintains a daily log of time spent in each program or job category
- Submits weekly time adjustment sheets and monthly time logs to the manager in addition to using the time clock
- Maintains detailed records in order to provide agencies with accurate and timely reports
- Provides assistance to other district employees as needed
- Perform other duties as assigned by the Board of Directors and/or the District Manager in addition to those listed

WORKING CONDITIONS:

- Works a combination of indoors with adequate work space, lighting, temperatures, and ventilation; and outdoors with visits to properties which may include subjectivity to water, fumes, chemicals, smoke, dirt, weather, or other conditions during outdoor visits to construction sites or dirt roads
- May have to navigate and traverse in rough terrain during adverse weather conditions
- Subject to multiple deadlines, frequent disruptions and moderate stress

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Bachelor's Degree from an accredited university, college, or trade school with major emphasis in environmental science, geology, civil engineering, hydrology, biology or related field
- Knowledge of matters and issues pertinent to soil and water conservation
- Ability to learn and apply technical information including Web Soil Survey, Global Positioning Systems (GPS), and Geographic Information System (GIS) in addition to Microsoft Office Suite software.
- Ability to communicate effectively with landowners, municipal officials, engineers, developers, operators of earth moving equipment, and personnel from cooperating agencies
- Ability to speak and write clearly and effectively, including public speaking
- Ability to establish and maintain effective work relationships with other employees and the public
- Ability to make decisions within departmental precedents and regulations
- Must be physically capable of field work for data verification and quality control
- Be respectful of district owned equipment
- Must have and maintain a valid PA Driver's License
- Attend seminars/trainings/meetings (including staff and board meetings) declared mandatory by the Conservation District or DEP (other meetings as approved by the manager)

- Become familiar with the environmental laws and regulations for which the District is responsible
- Become familiar with current land use practices, innovative planning techniques and best management practices (BMPs) as they apply to soil and water resource conservation
- Ability to perform mathematical operations including basic algebra and geometry

This is a Conservation District Position, with county benefits. Normal working hours will be 8:30 AM – 4:00 PM to accommodate a 35-hour work week. Employee must be available for occasional evening and/or weekend activities. The technician will follow county and district personnel policies and procedures. State and Federal Child Clearances are required prior to employment and updated every five years according to state regulations.

Guidelines contained in District Administrative, Chapter 102, Chapter 105, DGLVR, and other manuals will be used by the technician in performance of duties. The District Manager and DEP Field Staff will provide assistance in understanding appropriate documents and regulations. The technician will keep the District Manager informed as to training needs, daily schedule, upcoming events or other relevant matters. A performance evaluation of the technician will be done in two months following the sixty-day probationary period, and after that on a yearly basis.

In compliance with the Americans with Disabilities Act, the Sullivan County Conservation District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.