

**CRAWFORD COUNTY CONSERVATION DISTRICT
RESOURCE CONSERVATION TECHNICIAN/SPECIALIST**

The Crawford County Conservation District is seeking a full time Resource Conservation Technician to complete duties associated with Chapter 102 Erosion and Sediment Control and National Pollution Discharge Elimination System Program, Chapter 105 Dam Safety and Waterway Management Program and other duties as assigned. The position will require administrative, clerical and technical duties. Responsibilities include plan reviews, site inspection, complaint handling, enforcement, and permit issuance. The successful applicant must possess excellent interpersonal, written and oral communication skills as well as demonstrate creative problem solving and organization.

Minimum Qualifications:

- Bachelor's degree in agriculture, engineering, environmental science, geology or related field or two years' experience or any equivalent combination of education and experience.
- Valid driver's license and reliable transportation.

Send cover letter, resume with three references and the Application for Employment to the Crawford County Conservation District, Attention District Manager, 21742 German Road Meadville, PA 16335 postmarked no later than October 30th, 2019.

For a complete job description and the Application for Employment please visit crawfordconservation.com

**CRAWFORD COUNTY CONSERVATION DISTRICT
RESOURCE CONSERVATION TECHNICIAN - CONSERVATIONIST/SPECIALIST
JOB DESCRIPTION**

GENERAL DESCRIPTION:

To carry out the District's delegated responsibilities under Chapters 102 and 105 of the Pennsylvania Clean Streams Law, the NPDES Program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties.
- Must possess good communication and interpersonal skills in order to work effectively.
- Must possess ability to function independently, have flexibility and the ability to work effectively and cooperatively with coworkers, partners, the agricultural community and members of the public.
- Must possess the technical knowledge to operate a computer and other office equipment at an intermediate to advanced skill level.
- Must possess the ability to multi-task and learn additional trade specialties as required.
- Must possess the ability to perform math calculations that relate to plans, data and records.
- Must possess knowledge of professional engineering principles, especially those pertinent to civil and agricultural engineering.

- Must possess knowledge of surveying and design procedures. Must be able to use laser, hand, and Abney levels.
- Must be able to work out of doors in field situations.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to speak in front of large groups and present information in a satisfactory manner.
- Knowledge of the physical sciences, skill in numerical and verbal reasoning and the ability to apply the principles and methods of physical sciences to technical engineering problems.
- Ability to read and interpret technical literature, engineering plans and blueprints, aerial photographs, soil surveys, and USGS topographic maps.
- This position requires a high degree of organizational ability.
- The ability to tactfully stand firm to achieve program compliance.

ESSENTIAL FUNCTIONS OF JOB

The primary responsibility of the resource conservation technician is to perform the duties necessary for the district to meet its obligations in the delegation of the state's Erosion and Sediment Control Program (Chapter 102), the Dam Safety & Waterway Management Program (Chapter 105), and the National Pollutant Discharge Elimination System for Construction Activities (NPDES) Program.

- Erosion and Sediment (E & S) Control Plan review.
- Chapter 105, 105 permit processing.
- Inspection of earthmoving operations.
- Responding to citizen complaints of erosion and sedimentation and encroachments.
- Educating and assisting citizens with regards to Chapter 102, 105.
- Familiarity and adherence to the PA BMP Manual and Chapter 102 and 105 Program Manuals/SOPs
- Reporting in district written and computerized logs, DEP Greenport and the Integrated Compliance Information System.

OTHER DUTIES OF JOB

- Answer phone, responds to email inquiries, assists customers by providing general conservation information, read industry publications.
- Attend meetings, trainings, seminars as required.
- Perform other job-related duties as assigned and required.
- Acts as a member on relevant boards and committees.
- Keep a daily log, provide written monthly reports to the Conservation District Board and attend and/or present program updates when requested.
- Compile quarterly reports for PA DEP.
- Maintain files in good order.
- Maintain accurate notes.
- Submit monthly expense claims, biweekly payroll, purchase requisitions and travel requests.
- Attend and participate in staff meetings, assist with maintaining operations at the Woodcock Creek Nature Center and Stainbrook Park (spring and fall clean-up), as well as and other district programs (tree sale, envirothon, environmental education)
- Promote and implement the Annual Work Plan identified by the Crawford Conservation District Board of Directors.
- Obtain necessary training to become familiar with and knowledgeable of the other District program areas (Water Quality, DGLVR, Nutrient Management).

- Develop a working knowledge of Pennsylvania Conservation District operations and the operations of cooperating and related natural resource agencies.

WORKING CONDITIONS

- The Resource Conservation Technician/Specialist is expected to work 40 hours per week. A typical week will be Monday through Friday 8:00 a.m. to 4:00 p.m. with a one-hour lunch. Pre-approved hours worked in excess of 40/week will be given as compensatory time at the rate of 1½ hours/hour worked. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace, lighting, temperature, and ventilation.
- Works with average indoor stress, but subject to frequent disruptions and noise.
- Works with average indoor exposure to dust/dirt.
- Works outdoors performing maintenance work; exposed to dirt/dust/vibrations of vehicles & equipment.
- Some outdoor exposure to fumes/odors from tools, paints, and other maintenance supplies.
- May require working at heights on scaffolds, ladders to perform essential job duties.
- Travels frequently to various locations to perform work or inspections and during all seasons; exposure to outdoor elements, including snow, storms, and icy roadways.
- Frequent outdoor exposure to sun, rain, wind, snow, ice and seasonal fluctuating temperatures.

PHYSICAL/MENTAL CONDITIONS

- Must be able to stand for long periods of time throughout the work day, with intermittent periods of walking and sitting.
- Must be able to execute frequent periods of bending, stooping, kneeling, twisting and reaching to carry out job duties.
- Dexterity requirements range from fine manipulation of fingers/hands to coordinated movements of feet/legs/torso to maintain balance.
- Medium work, with frequent lifting and carrying of objects and materials up to 25 pounds and occasional lifting and carrying of objects and materials ranging from 50-70 pounds.
- Must be able to walk and be on the move sometimes traversing rough terrain for up to eight hours per day.

SUPERVISION

The Resource Conservation Technician/Specialist receives instruction from and is under the supervision of the District Manager. The Resource Conservation Technician/Specialist may, at times, be responsible for supervising student interns, work-study students, or trainees. He or she may also be responsible for directing contractors or landowners in field work situations.

QUALIFICATIONS

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION/TRAINING

Bachelor's or 4-Year Degree in Agriculture, Soils, Environmental Science, Geology or Engineering is required.

The Resource Conservation Technician/Specialist is expected to attend regional and state-wide training targeted at Chapter 102, 105 and NPDES as well as current completion of online recommended training in the Clean Water Academy. The technician should maintain a log of completed trainings and meet with the District Manager yearly to discuss their accomplishments, individual development / training plan and career goals where additional training may be added as time permits. The Resource Conservation Technician/Specialist is strongly encouraged to acquire CPESC (Certified Professional in Erosion and Sedimentation Control) certification within three years of employment.

WORK EXPERIENCE

Erosion and sedimentation control experience utilizing civil/agricultural engineering methods.