



**RICHLAND COUNTY SOIL & WATER CONSERVATION  
DISTRICT**

**POSITION AVAILABLE**

**Position Title:** Urban Technician

**Reports To:** District Administrator

**Status:** Full-time, Permanent, and Non-exempt. Scheduled 40 hours per week, occasional overtime as needed

**SEE ATTACHED JOB DESCRIPTION FOR MINIMUM QUALIFICATIONS AND  
DISCRIPTION OF THE DUTIES OF THIS POSITION**

Email Resume, Job Experience, Professional Contacts, Letters of Recommendation,  
Qualifications, and Certificates of Professional Recognition to

[RSWCD.DATA@RICHLANDSWCD.NET](mailto:RSWCD.DATA@RICHLANDSWCD.NET)

In the subject line insert Urban Technician Position Applicant  
**DUE on or before 4pm on Friday June 14, 2019**

Email is preferred but alternately applications may be mailed to:

Richland Soil & Water Conservation District

1495 West Longview Avenue Suite 205 B

Mansfield, Ohio 44906

**DUE on or before 4pm on Friday June 14, 2019**

Selected interviewees will be subject to a **MAP** test of Richland County.

## **JOB RESPONSIBILITIES:**

Under general direction provides technical assistance to landowners, consultants, engineers, units of government and other clients of the District. Implements Richland County Stormwater Management and Sediment Regulations through plan review, fee collection, permitting, field inspections and enforcement. Assist staff in meeting District obligations to partners in stormwater permit compliance including reporting, education & outreach, storm water quality and quantity programs and other programs as necessary.

## **QUALIFICATIONS:**

- Completion of Associate or B.S. Degree in environmental science, civil or environmental engineering or a related course of study or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. If substituting experience for education, you must be specific as to how it applies to this position.
- This position requires considerable knowledge of the principles and practices of natural resource conservation and management; stormwater control and management; local, state and federal natural resource/stormwater permitting in an Urban, Rural, Agricultural, and MS4 environment.
- Ability to work a flexible schedule and periodic overtime.
- Excellent public relations and project management skills.
- Ability to communicate effectively in both oral and written form.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher, Access, Adobe Acrobat, ArcGIS, Trimble, SWPPP Track, TIMS) and willing to learn new applications.
- A valid Ohio driver's license must be maintained for insurability under the SWCD policy.
- Takes initiative, is dependable, intuitive, patient, and has strong motivation.
- Goal oriented and time management skills.
- Enthusiasm for District programs.
- Selected candidate may undergo Ohio and federal background checks and drug testing. Final offer of employment will be contingent on the findings of these checks.

**ESSENTIAL FUNCTIONS:**

(\* items may be developed after Employment and Training)

- Administer the Richland County Stormwater Management and Sediment Regulations which may include:
  - Review, comment and approval of Stormwater Permit Application plans and possibly SWP3s.
  - Properly applying fees and issuance of earth disturbing permits.
  - Ensure compliance with permit conditions through field inspections and communications with engineers, consultants, developers, contractors, and or landowners in the Urban, Agricultural, MS4 locations.
  - Ensure that the Richland County's Stormwater Management and Sediment Regulations are current with the State's standards.\*
  - Coordinate with other agencies and offices on planning, regulation updates, and conservation design practices.\*
  - Understand and interpret the current Richland County Stormwater Management and Sediment Regulations and how they apply to Urban, Rural, Agricultural, MS4 locations.
- May assist landowners with natural resource management concerns, which may include:
  - stream bank stabilization
  - drainage problems
  - erosion problems
  - pond management issues
  - agricultural best management practices
  - other water use and disposal issues in the Urban, Rural, Agricultural, MS4 locations.
- Assist with the Richland County Stormwater Management and Sediment Regulation inspection program.
- Perform field inspections looking at construction sites and maintenance issues pertaining to stormwater structures and work with responsible parties to achieve proper long-term function in the Urban, Agricultural, MS4 locations.
- Provide assistance as requested in the survey, design and installation of Urban, Rural, Agricultural, MS4 locations best management practices.
- Foster and perpetuate relationships with landowners, builders, contractors, local zoning and department staff, state and national agencies, and elected officials both local – state – federal.
- Work with other District staff to provide stormwater education, outreach and technical assistance to our partners and their constituents in an Urban setting.
- Participate in District, Area, and Statewide initiatives that correspond with job duties and expertise.
- Builds public support for the protection/restoration of local water resources and fosters relationships with public and private entities.
- Identifies water resource concerns and develop solutions to improve water quality (e.g., works with local landowners, government agencies, and industries to solve water quality problems such as drainage and outlet concerns; helps local landowners determine proper locations for drainage outlets; assists with identifying needed water quality BMPs.\*
- Be able to read and interpret OUPS Tickets and the scope of the work along with its location.

**OTHER DUTIES, RESPONSIBILITIES, INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS LOCATED IN URBAN, AGRICULTURAL, MS4 LOCATIONS THAT APPLICANT MAY BE EXPOSED TO:**

- Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants, animals, and environmental conditions.
- May be required to attend meetings, seminars and trainings outside of normally scheduled work hours.
- Attend the monthly District Board's evening meeting as instructed by the District Administrator.
- Assist with the District's education and outreach campaigns as needed.
- Perform other duties as required by the Director.
- Lift and carry 50 lbs. over long distances and uneven terrain. In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry heavier objects. The employee may be required to occasionally bend, stoop, kneel, crouch, push, pull, or crawl.
- This is a position that will require a high degree of energy and mobility for outdoor activities including but not limited to walking over rough terrain and walking long distances carrying survey equipment. There will also be long periods of sitting required.

**MINIMUM ACCEPTABLE CHARACTERISTICS**

**Knowledge of:**

- County, Department, and Division goals and objectives\*
- County, Department, and Division policies and procedures\*
- Personnel rules and regulations\*
- English grammar and spelling
- Public relations
- Computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher, Access, Adobe Acrobat, ArcGIS, SWPPP Track, and Trimble Equipment)
- Willingness to learn new applications; AutoCAD, ArcGIS, and others as needed
- Technical and personal relations aspect of local water resource protection, including implementation of pollution control and water quality improvement projects.

**Skill in:**

- Computer operation
- Use of modern office equipment
- Organization
- GIS
- Willingness to develop these skills

**Ability to:**

- Develop and maintain effective working relationships
- Perform job safely
- Interpret a variety of instructions in written, oral, picture, or schedule form
- Work efficiently and independently
- Maintain accurate records
- Prepare accurate and concise reports
- Exercise independent judgment and discretion
- Communicate effectively
- Maintain confidentiality
- Travel to and gain access to jobsite
- Be a highly self-motivated individual
- Work alone or as part of a team
- Write and keep good records of activities
- Perform mathematical computations for assessments
- Operate a PC computer using a MS Windows environment
- Operate field equipment (survey equipment, GPS data collector, electronic tablet, digital camera, etc.)
- Be a personable individual
- Have common sense
- Work well with a variety of individuals/entities
- Write and/or edit documents
- Prepare and deliver speeches and presentations
- Be intuitive and a self-starter

**Salary & Benefits:** Pay will be established by the District Administrator and the SWCD Board of Supervisors at an hourly rate, and will be based on experience. Selected applicant will participate in Public Employees Retirement System; will be eligible for vacation, sick leave, health & life insurance, as well as deferred compensation through Richland County.

**Equal Opportunity Employment:** Richland Soil and Water Conservation District's programs are available without regard to race, color, religion, sex, gender identity, age, national origin, ancestry, disability or veteran status.