



RICHLAND COUNTY SOIL & WATER CONSERVATION DISTRICT

Position Title: Stormwater Technician

Reports To: District Administrator and Board of Supervisors

Status: Full-time, Permanent, and Non-exempt. Work Hours: 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week, occasional overtime as needed

Probation: 1 year

Lunch: ½ hour unpaid

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:

1. 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.
2. 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, Agricultural, and MS4 environment.
3. Ability to work a flexible schedule and periodic overtime.
4. Excellent public relations and project management skills.
5. Ability to communicate effectively in both oral and written form.
6. Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher, Access, Adobe Acrobat, ArcGIS, Trimble, SWPPP Track) and willing to learn new applications.
7. A valid Ohio driver's license must be maintained for insurability under the SWCD policy.
8. Takes initiative, is dependable, intuitive, patient, outgoing personality and has strong motivation.
9. Goal oriented.
10. Enthusiasm for District programs.
11. Selected candidate must undergo Ohio and federal background checks. Final offer of employment will be contingent on the findings of these checks.
12. Familiarity with Richland County geography and agencies.

ESSENTIAL FUNCTIONS:

- Administer the Richland County Stormwater Management and Sediment Regulations which may include:
 - Review, comment and approval of Stormwater Permit Application plans and 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.
 - Transition permit process to GeoPermits*, an online permit system under the County Auditor's Beacon GIS system.
- Ensure that the Richland County's Stormwater Management and Sediment Regulations are current with the State's standards.
 - Coordinate with other staff, 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, and/or 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 and other water use and disposal issues in the Urban, Rural, Agricultural, and/or 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, Rural, Agricultural, and/or MS4 locations.
- Provide assistance as requested in the survey, design and installation of Urban, Rural, Agricultural, and/or MS4 locations best management practices.
- Foster and perpetuate relationships with landowners, builders, contractors, local zoning and department staff, local/state and federal agencies, and elected officials.
- Work with other District staff to provide stormwater education, outreach and technical assistance to our partners and their constituents.
- Participate in District, Area, and Statewide initiatives that correspond with job duties and expertise.
- Build public support for the protection/restoration of local water resources and fosters relationships with public and private entities.
- Identify water resource concerns and develop solutions to improve water quality (e.g., work with local landowners, government agencies, and industries to solve water quality problems such as drainage and outlet concerns; help local landowners determine proper locations for drainage outlets; assist with identifying needed water quality BMPs.

OTHER DUTIES, RESPONSIBILITIES, INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS LOCATED IN COUNTY 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.
- Work scheduled shifts for the public stormwater permit room and office.
- 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 Board of Supervisors.
- Assist with the District's education and outreach campaigns as needed.
- Perform other duties as required by the Director.
- Lift and carry 50lbs 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.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of:

- County, Department, and District goals and objectives;
- County, Department, and District policies and procedures, personnel rules and regulations;
- English grammar and spelling;
- Public relations and customer service skills;
- Computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher, Access, Adobe Acrobat, ArcGIS, SWPPP Track, ArcGIS) and others as needed and willingness to learn new applications;
- Familiarity with geography in Richland County;
- 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 or 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;
- Maintain detailed and 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, digital camera, etc.);
- Be a personable individual;
- Have common sense and good judgment skills;
- 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 Board of Supervisors at an hourly rate & 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.

APPLICATION

To Apply for Stormwater Technician position: Send a cover letter, resume, college transcript and list of references to: Director@RichlandSWCD.net. Applications selected for interview will be asked to take a geography exam during the interview.

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.