



Richland Soil and Water Conservation District

Conservation, Education and Stewardship
1495 West Longview Ave. Suite 205B,
Mansfield, Ohio 44906
www.richlandswcd.net • 419.747.8686

Position: Stormwater Technician

Reports To: District Administrator and Board of Supervisors

Status: Full-time, Permanent, and Non-exempt.

Office Hours: 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week; evening or weekend hours may be required.

Lunch: ½ hour unpaid

Probation: 6 months.

JOB RESPONSIBILITIES:

- Under general direction provides technical assistance to landowners, consultants, engineers, government agencies, partners 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, stormwater quality programs and other programs as necessary.

QUALIFICATIONS:

- Completion of Associate degree or higher (natural sciences/studies preferred) or any combination of training and work experience indicating 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 will be expected to obtain knowledge of the principles and practices of natural resource conservation and management; stormwater control and management; local, state and federal natural resource/stormwater permitting including Urban, Agricultural, and MS4 environments.
- Proficiency with computer software including, but not limited to, Microsoft suite, Adobe products, and an ability to learn ArcGIS and other software related to the position.
- Ability to travel and gain access to jobsites.
- Perform job safely.
- Understand a variety of instructions in written, oral, picture, or schedule form.
- Maintain detailed and prepare accurate records and reports.
- Perform mathematical computations for assessments.
- Operate field equipment (survey equipment, GPS data collector, digital camera, etc.).
- Prepare and deliver speeches and presentations.
- Ability to learn Richland County geography and agencies.

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PERSONAL SKILLS

- Takes initiative, is efficient, dependable, intuitive, patient, outgoing, self-motivated, and goal oriented.
- Excellent customer service and project management skills.
- Ability to communicate effectively in both oral and written form using proper grammar and spelling.
- Develop and maintain effective working relationships.
- Work efficiently.
- Exercise independent judgment and discretion.
- Maintain confidentiality.
- Work independently or as part of a team.
- Work well with a variety of individuals/entities.

ESSENTIAL FUNCTIONS:

- Administer the Richland County Stormwater Management and Sediment Regulations which may include:
- Review, comment and approve Stormwater Permit Applications and SWP3s.
- Properly apply fees and issue stormwater permits.
- Ensure compliance with permit conditions through field inspections and communications with engineers, consultants, developers, contractors, and/or landowners in the Urban, Agricultural, and MS4 locations.
- Utilize “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 the Richland County Stormwater Management and Sediment Regulations and how they apply to Urban, Rural, Agricultural, and/or MS4 locations.
- Assist landowners with natural resource management concerns, which may include stream bank stabilization, drainage and erosion concerns, pond management, agricultural best management practices and flooding 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.
- Participate in District, Area, and Statewide initiatives.
- Build public support for the protection/restoration of local water resources and foster

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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 AND RESPONSIBILITIES:

- Work scheduled shifts for the public stormwater permit room and office.
- Ability to work a flexible schedule including evening and weekend hours.
- Attend monthly District Board meetings as instructed by the Board of Supervisors or Director.
- Upon employment, learn County, Department, and District goals, objectives, policies, procedures, personnel rules, and regulations
- Enthusiastic and well versed in District programs.
- Perform other duties as required by the Director.

ENVIRONMENTAL WORK CONDITIONS:

- Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants, animals, and environmental conditions.
- Lift and carry 50 pounds 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.

Salary & Benefits: Pay will be established by the Board of Supervisors at an hourly rate. Selected applicant will participate in Public Employees Retirement System. Health and life insurance available through Richland County. Will accrue vacation and sick leave.

APPLICATION:

To Apply for Stormwater Technician position: Send a cover letter, resume, college transcript (if applicable) and list of three references to: Director@RichlandSWCD.net.

Selected candidate must undergo Ohio and federal background checks. Final offer of employment will be contingent on the findings of these checks.

A valid Ohio driver's license must be maintained for insurability under the SWCD policy.

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.

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