



## WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

### POSITION AVAILABLE

POSITION TITLE:	Urban Technician
POSITION DESCRIPTION:	See attached job description
REPORTS TO:	Director, Molly Conley
JOB STATUS:	Full time, Non-exempt
SCHEDULED HOURS:	40 hours per week
HOURLY RATE:	\$18.00 - \$30.00/hour
NUMBER OF POSITIONS AVAILABLE:	1
POSTING PERIOD:	This notice is being posted for a period of time not less than fourteen (14) consecutive calendar days, beginning April 22, 2024.
APPLICATION:	Email a completed Warren County application (found <a href="#">HERE</a> ), resume, and cover letter to Molly Conley <a href="mailto:molly.conley@co.warren.oh.us">molly.conley@co.warren.oh.us</a> . Applications must be received by 4:00 p.m. on Tuesday, May 7, 2024. This position is subject to a pre-employment drug screen and a background check (BCI).

*The Warren County Soil & Water Conservation District is an equal opportunity employer.*

# WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION

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**Position Title:** Urban Technician

**Reports To:** Director and Board of Supervisors

**Status:** Full-time Limited Hours, Permanent, and Non-exempt.

**Probation:** 1 year

**Work Hours:** 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week

**Lunch:** ½ hour unpaid

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## **JOB RESPONSIBILITIES:**

Under general direction provides technical assistance to landowners, consultants, engineers, units of government and other clients of the District. Assists with the implementation of the County Stormwater Regulations, County Earth Disturbing Permit and MS4 program through administration, plan review, fee collection, permitting, field inspections, reporting, outreach, and enforcement. In addition, assists all County residents by providing technologically sound solutions to agricultural, stormwater, erosion, and other natural resource management issues.

## **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. Construction and/or sediment and erosion control specific experience is favorable.
2. Ability to work a flexible schedule.
3. Excellent public relations and project management skills.
4. Ability to communicate effectively in both oral and written form.
5. Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint) and willing to learn new applications.
6. A valid Ohio driver's license.
7. Takes initiative, is dependable, and has strong motivation.
8. Goal oriented.
9. Enthusiasm for District programs.

## **ESSENTIAL FUNCTIONS:**

1. Assist with the administration of the Warren County Stormwater Regulations and the Warren County Earth Disturbing Permit including review, comment and approval of erosion and sediment control plans, construction plans, operation and maintenance documents and Stormwater Pollution Prevention Plans per the OEPA Construction General Permit guidelines.

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2. Perform field inspections to determine compliance with approved plans. Produce inspection reports of all findings. Schedule, and perform follow up inspections and communication until compliance is obtained.
3. Assist with the administration, compliance, implementation, and program development of the Warren County MS4 program as well as with other municipalities for which the District holds MS4 service contracts.
4. 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.
5. Assist with the District's storm water basin inspection program. Perform field inspections looking at basin construction and maintenance issues and work with responsible parties to achieve proper long-term function.
6. Assist with the District's Illicit Discharge Detection and Elimination program. Perform field inspections looking for dry weather flows and potential pollution sources exiting through storm sewer system.
7. Work with other District staff to provide stormwater education, outreach and technical assistance to our partners and their constituents.
8. Participate in OFSWCD Area IV and Statewide initiatives that correspond with job duties and expertise.
9. Work with other District staff and professionals in surrounding jurisdictions to develop conservation projects and grants to improve the water quality and soil health in Warren County.
10. Assist in intern program development and in training, workload, and progress of interns.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants and animals.
2. Attend meetings, seminars and trainings outside of normally scheduled work hours.
3. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
4. Willing to further education and training in field of employment.
5. Perform other duties as required by the Director.