

Susquehanna Conservation District Job Description

Title: **Erosion & Sediment Technician I**
 Program: **Erosion & Sediment Control**
 Classifications: **Full Time, Non-Exempt**

Date: **October 2021**

PURPOSE:

The Erosion & Sediment Technician provides technical and administrative support to the Susquehanna Conservation District's Erosion and Sediment Control (Chapter 102) Program and Dam Safety and Waterway Management (Chapter 105) programs. Duties include reception, processing, and the review of permits. The successful facilitation of these duties requires considerable contact with the general public, engineers, and contractors as well as municipality officials and government agency personnel. The job may also include providing program assistance to non-regulatory natural resource management activities related to non-point source pollution, forestry, road maintenance, agriculture, and other areas assigned by the district manager.

GOAL:

The Erosion & Sediment Technician's goal is to promote the conservation of the soil and water resources of Susquehanna County by assisting other program staff in implementing the Susquehanna Conservation District's Erosion and Sediment Control and Dam Safety and Waterway Management programs per the district's delegation agreement.

Erosion & Sediment Technician

This position is partially funded by the Pennsylvania Department of Environmental Protection (DEP) under a delegation agreement between the DEP and the Susquehanna Conservation District. The following duties and responsibilities coincide with DEP's *Job Standards for E&S Technicians*.

This job involves: operational-level work in the field of erosion control as specified within DEP's Chapter 102, Erosion and Sediment Control Rules and Regulations; a variety of duties relating to the administrative, technical and operational requirements of Chapter 102; and compliance with the provisions of Chapter 105.

JOB DUTIES AND RESPONSIBILITIES:

- A. Primary responsibilities to implement the provisions of Chapter 102/105 program may include but are not limited to:

Working with landowners, businesses, and municipalities.

1. Respond to complaints regarding accelerated erosion and sediment pollution; maintaining complaint files; and preparing related reports.
2. Provide technical information and assistance to the general public; technical professionals, and other governmental agencies pertaining to ESC regulations; Best Management Practices (BMP's) for controlling accelerated erosion and sediment pollution associated with earth disturbance activities; and general soil and water resource conservation.
3. Inspect earth disturbance activities to ensure compliance with applicable ESC rules and regulations; document site conditions using procedures established by DEP and initiating compliance measures necessary to address violations.
4. Work with responsible parties to obtain voluntary compliance and conduct follow-up site inspections to ensure continued compliance. If voluntary compliance cannot be achieved, refer case information to DEP for enforcement action.
5. Participate in field day events, workshops and environmental education programs for contractors, schools, municipalities, loggers, civic groups, etc.

6. Communicate with the district manager, other staff members, district board members, governmental officials, property owners, developers, complainants, professionals, cooperating agencies, community organizations, the general public, the media, and any other individuals as needed to accomplish job duties, reviewing status of work, exchanging information, resolving problems and giving/receiving advice or direction.

B. Conducting the administrative requirements of the 102 & 105 programs:

1. Perform technical reviews of ESC plans pursuant to DEP's Chapter 102, Erosion and Sediment Control Rules and Regulations and the policies of the Susquehanna County Conservation District
2. Conduct administrative completeness reviews for all ESC plan review applications, Natural Pollutant Discharge Elimination System (NPDES) permit application and ESPC permit applications.
3. Cooperating with DEP and other agency staff conducting enforcement actions related to delegated program responsibilities.
4. Receiving, processing and acknowledging NPDES Permit, Co-Permittee/Transferee and Notice of Termination (NOT) applications.
5. Preparing, processing and completing various forms, correspondences, technical plans and reports, technical requests, soil surveys, maps, photographs, laws and regulations, manuals, reference materials, and other documents.
6. Maintaining a comprehensive, current knowledge/awareness of applicable laws and regulations; attend appropriate workshops and training sessions.

C. Additional Chapter 102/105 related duties:

1. Assist the Quality Assurance Board by meeting with the appropriate township officials and performing site inspections as necessary.
2. Assist in special projects.
3. Perform other duties as directed by the district manager.

D. Implementation of the Chapter 105 General Permit & Complaint Handling Program per Delegation Agreement by:

1. Educating the public on Chapter 105 requirements.
2. Issue 105 General Permits.
3. Review and acknowledge notifications to use General Permits as Standard Operating Procedure (SOP).
4. Conduct site visits to verify proper permit usage.

ADDITIONAL JOB FUNCTIONS:

The Erosion & Sediment Technician will perform additional job functions such as, but not limited to:

1. Preparing written monthly reports of activities for submittal to the Susquehanna County District Board of Directors.
2. Serve on District Committees as assigned.
3. Prepare articles for newsletters and/or annual report as requested.
4. Attend weekly staff meetings and other meetings as requested by the district manager.
5. Assist in the maintenance of a clean and neat work environment by performing occasional light janitorial duties.
6. Perform other duties as assigned by the District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of mathematics including the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.
2. Knowledge of the physical sciences and the ability to apply their principles and methods to technical problems.
3. Skill in numerical verbal reasoning.
4. Ability to read and interpret technical literature, engineering plans, narratives, and tables.
5. Ability to use basic instruments and equipment required to perform technical and field functions.
6. Ability to perceive mechanical, physical and spatial relationships.

7. Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee execution. Ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives.
8. Skill in working with the public. Ability to communicate effectively, both orally and in writing. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations. Ability to listen and be objective. Ability to develop and maintain relationships.
9. Ability to utilize design data and information such as high-tech manuals, administrative procedures, construction standards, specifications, and educational criteria.
10. Knowledge of computer word processing, database, spreadsheet and desktop publishing software and the ability to operate computers.
11. Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
12. Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch, and crawl. Ability to traverse rough and uneven terrain, even in wet and slippery conditions.
13. Ability to recognize and identify degrees of similarities or differences between the characteristic of colors, forms, sounds, tastes, orders, toxic agents, violence, noise, vibrations, wetness, disease insects, and/or dust.
14. Ability to travel overnight and/or multi-day, when necessary to attend functions related to training, conservation, natural resource or environment, or any functions for the greater of the good of the conservation district.
15. Possession of a valid state driver's license with the ability to safely operate a motor vehicle

MINIMUM QUALIFICATIONS:

1. Bachelor of Science Degree in Resource Management, Environmental Science or Agricultural Science; Associate's degree in Environmental Studies. General knowledge of Agriculture preferred.

OR

2. High School Diploma, required technical abilities; AND two years for experience in the field of erosion and sediment control.

OR

3. Any equivalent combination of training and work experience that provides equivalent knowledge, skills and abilities that are necessary to perform the duties listed within this job description.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

Susquehanna County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.