

Summit Soil and Water Conservation District Position Description

Position Title: Stormwater Specialist
Reports To: District Program Administrator
Employment Status: Full-time
Classification: Technical

Position Summary: The Stormwater Specialist provides technical assistance and support on urban conservation, natural resource, urban stream, and stormwater management initiatives.

Essential Duties and Responsibilities:

1. Assist with implementation of the County's and/or local community's erosion and sediment control and stormwater programs.
2. Review stormwater pollution prevention plans (SWP3) for compliance with State, County and local stormwater regulations.
3. Perform inspections of construction sites for compliance with the approved SWP3 and regulations.
4. Conduct meetings with developers, contractors, community employees and other agency staff related to pre-construction, noncompliance, violation, or final inspection meetings.
5. Coordinate escalation of enforcement, violations and stop work orders with the County's Prosecutors office or local community departments.
6. Assist the County and communities with the Municipal Separate Storm Sewer System (MS4) NPDES Permit, provide compliance guidance and with reporting requirements.
7. Assist with developing and maintaining the Stormwater Control Measures (SCMs) inventory.
8. Assist with workshops, tours, field days, meetings, surveys related to the stormwater and other District activities.
9. Assist the District, Ohio Department of Agriculture (ODA), Ohio Department of Natural Resources (ODNR) and Natural Resources Conservations Service (NRCS) by investigating pollution abatement complaints and providing technical assistance to landowners.

10. Perform Pollution prevention and Good Housekeeping inspections on municipal facilities, conduct proper reporting and provide guidance to the community staff.
11. Other duties and responsibility as assigned by the District Program Administrator (DPA).

Additional Requirements and Duties:

1. Demonstrate regular and predictable attendance.
2. Actively promote conservation initiatives and the mission of Summit Soil and Water Conservation District.
3. Meet all policies and procedures, job safety requirements, and maintain a clean, sanitized, and safe office environment.
4. Communicate daily with the DPA and provide updates on project status.
5. Attend training sessions, classes, meetings, or workshops as assigned by the DPA or the Board during or outside normal business hours.
6. Pursue continuous education and professional development opportunities as identified and directed.
7. Assists individuals, public and staff without regard to race, religion, gender, or national origin.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Candidates must have a minimum of bachelor's degree in conservation, natural resources, engineering, or other science related field and six (6) months related work experience, or equivalent combination of education and experience.

LICENSURE OR CERTIFICATIONS:

Candidates must have a valid Ohio Driver's License, and CPESC (Certified Professional in Erosion and Sediment Control) or CPSWQ (Certified Professional in Storm Water Quality) certification or ability to obtain within one (1) year of hire.

Language Ability:

Ability to write routine reports and correspondence.

Math Ability: Ability to add and subtract, multiply, divide, and perform basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing, spreadsheets, data base, Microsoft Office, Arcview/GIS software, graphics programs, and internet software along with computer maintenance is desired.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to speak, see, or hear. The employee must occasionally lift and/or move up 50 pounds and traverse rough, uneven, or rocky surfaces, bending, crouching, stooping, reaching or similar activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency:

To perform this job successfully, candidates for this position will require:

Learning Index - Ability to learn quickly and understand complex information without difficulty.

Verbal Skill - Ability to communicate effectively in a variety of settings. Verbal reasoning ability to analyze and make reliable interpretations of complex verbal information.

Numeric Reasoning - Ability to utilize numerical data in making decisions.

People Service - Ability to be motivated by helping others.

Energy Level - Ability to respond to demands on time.

Attitude - Ability to demonstrate a positive attitude, respect.

Independence - Ability to work independently, be self-motivated and have the ability to work remotely

Time Management - Ability to work efficiently and prioritize job tasks, be punctual and plan accordingly.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

District Program Administrator

Date