

Summit Soil and Water Conservation District Position Description

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

Position Summary: The Stormwater Specialist II provides technical assistance and support on urban conservation, natural resource, and storm water management initiatives. Additionally, they provide guidance to the Stormwater Specialists and Stormwater Inspectors with day-to-day responsibilities, and program objectives and procedures.

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 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 the local community.
6. Conduct post construction inspections of stormwater control measures, maintain a database/records and implement procedures for program staff.
7. Assist the County and communities with the Municipal Separate Storm Sewer System (MS4) NPDES Permit, provide compliance guidance and assistance with annual reporting requirements.
8. Provide technical assistance associated with natural resources.
9. Coordinate with workshops, tours, field days, meetings, surveys related to the stormwater and other District activities.

10. 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.
11. Provide day-to-day assistance and guidance to the Stormwater Specialists and Stormwater Inspectors to meet program goals and initiatives
12. Develop site-review, inspection, and enforcement procedures for stormwater technical staff.
13. Assist the District Program Administrator (DPA) with administrative program goals within the stormwater program (i.e., fees, hiring, evaluations, meetings, funding, conflict resolution, record retention, etc.)
14. Meet at least once a month with the DPA to discuss program updates, project status and/or program needs.
15. 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. Attend training sessions, classes, meetings, or workshops as assigned by the DPA or the Board during or outside normal business hours.
5. 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:

A bachelor's degree in conservation, natural resources, engineering, or other science related field and five years related work experience or equivalent combination of education and related work experience.

LICENSURE OR CERTIFICATIONS:

Candidates must have a valid Ohio Driver's License, and CPESC (Certified Professional in Erosion and Sediment Control) and 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 to 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

In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.