

JOB DESCRIPTION

FLSA Classification: NON-EXEMPT

Environmental Resource Technician. Northumberland County Conservation District

General Statement of Duties

The Environmental Resource Technician will assist with the implementation of the Mosquito-borne Disease Control Program throughout a five-county area; specifically, Northumberland, Columbia, Montour, Snyder, and Union counties (five-county area). Key duties include fieldwork, data collection and entry, mosquito-borne disease control activities, record retention for quarterly reports, and coordination with Pennsylvania Department of Environmental Protection (PA DEP) staff. This position will also assist with administering Chapter 102 (E&S) and Chapter 105 program.

Organizational Relationships

The Full-Time Environmental Resource Technician serves directly under the Full-Time Resource Program Coordinator for Mosquito-borne Disease Control and Tick collection related duties. He/she is also accountable to the Northumberland County Conservation District (NCCD) Manager and the PA DEP to meet the terms of the contract pertaining to the Mosquito-borne Disease Control Program and Chapter 102/105 delegation duties.

This position is subject to the direction and wishes of the District Manager and the Board of Directors of the NCCD. When there appears to be a conflict between this description and the direction of the NCCD, then the instructions from the District Manager and the Board will control the actions of the Environmental Resource Technician position.

Job Duties and Responsibilities

Mosquito-borne Disease Control Program

- Conduct comprehensive field studies and monitoring on the abundance, distribution, and life stage of mosquitoes as it relates to effective treatment in the five-county area.
- Collect and submit mosquito samples on dry ice for virus isolation.
- Record retention for quarterly reports.
- Organizing program materials.
- Enter all collected data into the PA DEP Mosquito-borne Disease Control website and correctly ship biological samples to the PA DEP's lab in Harrisburg, PA.
- Conduct an effective mosquito larviciding program that targets known vectors of West Nile Virus and Zika, particularly *Culex* and *Aedes albopictus*, while maintaining accurate records according to the PA Department of Agriculture regulations.
- Disseminate press releases indicating when and where spray applications will be applied. Also notify individuals in the Pennsylvania Pesticide Hypersensitivity Registry, local beekeepers, and local municipal officials.
- Assist regional PA DEP staff when mosquito adulticide operations are planned within the five-county area.
- Conduct pre- and post-treatment monitoring of mosquito locations and map mosquito production areas.
- Attend meetings and training sessions that discuss the administration of the Mosquito-borne Disease Control program.
- Assist with the maintenance of the storage shed for pesticides and program equipment.
- Attending staff, Board, and other meetings as required.

Erosion & Sediment Pollution Control Program

- Attends training sessions provided by DEP as a requirement to become an authorized inspector for soil erosion and sedimentation controls.
- Reviews E&S control plans to determine compliance with state erosion control regulations.

- Performs site inspections/routine visits to earth moving sites to determine the degree of implementation of an erosion and sedimentation plan and to tactfully solicit a commitment from contractors to take needed actions to alleviate problems.
- Handles E&S control complaints by gathering the necessary information, documenting the information and assessing the problem in the field.
- Processes quarterly reporting to DEP on E&S activities.
- Works with municipalities and the county planning commission in setting up Memorandums of Understanding to coordinate E&S control plan reviews to ensure state and local regulations are met.
- Coordinates educational and training events as necessary.
- Provides technical assistance.

National Pollution Discharge Elimination System (NPDES)

- Attends training sessions provided by DEP.
- Processes General and Individual NPDES permits according to DEP's Statement of Policy (SOP).
- Processes weekly (if needed), monthly and quarterly reporting to DEP on NPDES activities.
- Provides technical assistance.
- Inspections of NPDES permitted sites and completing inspection reports.

Dam Safety and Waterway Management Permits (Chapter 105)

- Attends training sessions provided by DEP.
- Processes permits for the Chapter 105 program.
- Processes monthly and quarterly reporting to DEP on Chapter 105 activities.
- Onsite inspection, complaint response inspections, inspection reports.

ADDITIONAL JOB FUNCTIONS

- Assist Conservation District staff on an as needed and as time permits basis with providing technical assistance in regard to agricultural technical assistance; erosion and sedimentation control; dam safety and waterway management; environmental education; dirt, gravel and low volume roads; agricultural land preservation; and watershed protection
- Operate a variety of machinery, equipment and tools associated with work activities, which may include a motor vehicle, camera, mosquito collection equipment, pesticide application equipment, office equipment, and other instruments.
- Attend the weekly staff meeting.
- General office cleaning, maintenance, landscaping, painting, and organization.
- Participation in office functions.
- Maintain daily narrative of work activity, accurate timesheet, and mileage log. Turn in daily log on a weekly basis and timesheet and mileage log on a monthly basis.
- Assist with the realization of the District's annual work plan.
- **This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Other duties may be required and assigned by the District Manager and/or the NCCD Board of Directors.**

WORKING CONDITIONS

- Work a combination of indoors with adequate work space, lighting temperatures and ventilation; and outdoors with visits to properties which may include subjectivity to water, fumes, chemicals, smoke, manure, dirt, weather, or other conditions during outdoor visits to construction sites or dirt roads.
- May have to navigate and traverse in rough terrain during adverse weather conditions.
- Subject to multiple deadlines, frequent disruptions and moderate stress.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in working with the public. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize information such as administrative procedures manuals, computer languages; knowledge of computer word processing, database, spreadsheet and presentation software and ability to operate computers; ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence, laws and regulations.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert physical stress. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch, climb and crawl.
- Ability to endure mental stress that may result from day-to-day activities.
- Ability to travel overnight and/or multi-day when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Must initiate own work and have the ability to complete assignments with minimal oversight.
- Must have patience, tact, a cheerful disposition, enthusiasm and the willingness to handle a wide range of individuals.

MINIMUM QUALIFICATIONS

- Bachelor's degree in environmental sciences, entomology, biology, or related fields preferred, but not necessary; related experience; and knowledge of GIS.
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon hiring and every 4 years.
- Must be able to pass the Pennsylvania Department of Agriculture's Pesticide Applicator Certification Test and maintain certification.
- Must have a clean driving record. A valid Pennsylvania driver's license is required.

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.

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

Last Updated: July 15, 2024