

## **JOB DESCRIPTION**

*FLSA Classification: NON-EXEMPT*

### **Erosion & Sedimentation Technician Northumberland County Conservation District**

#### **General Statement of Duties**

The Erosion and Sedimentation (E&S) Technician will review E&S Control Plans, E&S Permits, and National Pollution Discharge Elimination System (NPDES) Permits. The E&S Technician will also review Dam Safety and Waterway Permits (Chapter 105), and will administer the Dirt, Gravel, and Low Volume Roads program.

#### **Organizational Relationships**

The E&S Technician serves directly under the District Manager. He/she is also accountable to the Pennsylvania Department of Environmental Protection (PA DEP) to meet the terms of delegation agreements pertaining to Chapter 102 (Erosion and Sediment Control), Chapter 105 (Dam Safety and Waterway Management), and Chapter 92a (National Pollutant Discharge Elimination System Permitting, Monitoring and Compliance). This position is also responsible for adhering to the terms of the contract with the State Conservation Commission in the administration of the Dirt, Gravel, and Low Volume Roads Program.

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 E&S Technician.

#### **Job Duties and Responsibilities**

##### **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.

##### **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.

### Dirt, Gravel, and Low Volume Roads Program

- Attends trainings provided by the State Conservation Commission (SCC), and the Center for Dirt & Gravel Roads, including the Environmentally Sensitive Maintenance (ESM) training to get certified for the program.
- Assists county municipalities with the grant application and awarded projects.
- Maintains and updates the Dirt & Gravel Roads GIS database, including the annual report to the Center for Dirt & Gravel Roads.

### **ADDITIONAL JOB FUNCTIONS**

- Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, camera, planimeter, clinometers, soil probe, office equipment, tape measure, engineer's scale, and drafting instruments.
- Provides assistance to other employees as needed.
- Attends the weekly staff meeting.
- Attends the monthly District Board meetings, if needed and reports to the Board of Directors on all activities and accomplishments for the month in the form of a monthly written report.
- Maintains daily narrative of work activity, accurate timesheet, compensatory time log and mileage log. Turns in daily log on a weekly basis, timesheet and compensatory time log on a semi-monthly basis, and mileage log on a monthly basis.
- Assists 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**

- Works 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, 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 advise and interpret on how to apply regulations. 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, geology, soil science, civil engineering, or related fields preferred; 3 years related experience; knowledge of storm water management; 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.
- 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.*

*This job description is not intended to be a contract for employment, but rather a description of this position's job duties. All District employees are employed at-will, meaning that either NCCD or the employee may terminate the employment relationship at any time, for any reason, with or without notice.*

*NCCD is an Equal Employment Opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.*

*Last Updated: March 27, 2023*