

Clarion Conservation District

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Erosion and Sediment Technician Position Announcement

The Clarion Conservation District Board of Directors is accepting applications for the full-time position of the Erosion and Sediment (E&S) Technician until the position is filled. This position will lead the Clarion Conservation District's Chapter 102 Program in Clarion County. The primary responsibilities of this position include reviewing all E&S Control Plans, NPDES Permits, conduct site visits for earth disturbance activities under permit, and provide technical assistance to land users in planning and applying soil and water conservation practices.

Job duties include, but are not limited to: administering all aspects of the Chapter 102 program including assisting plan and permit reviews, ensure compliance with state erosion control regulations, conduct site inspections to verify plan implementation, respond to earth disturbance complaints, keeping accurate program records; assisting with education and outreach events pertaining to the E&S program or any other District initiative; and obtaining all necessary certifications for the program or as directed by the District Manager.

The successful candidate will either have a Bachelor's degree in natural resources management, engineering, construction plan development, or a closely related field, **or** equivalent job experience and training. The ideal candidate will have excellent communication and organization skills, construction or engineering background, detail oriented, adhere to strict deadlines, and have knowledge of matters pertinent to conservation and non-point source pollution and the environment. Applicants must possess a valid PA Driver's license for at least 3 years and provide their own transportation as needed. Applicants must pass a criminal background check and other pre-employment screenings.

The E&S Technician's starting annual salary will be \$50,000 - 55,000 based on experience and education. The Clarion Conservation District offers a competitive benefit package including paid holidays, health/vision/dental/life insurance, a contributory retirement plan, and paid time off.

Please send resumes and cover letters to Tricia Mazik, District Manager, at manager@clarionconservation.com.

The 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 required by the District Board or its designee. The Clarion Conservation District is an Equal Opportunity Employer and considers all qualified candidates for employment without regard to race, color, religion, gender, national origin, ancestry, age, physical or mental disability, marital or veteran status, pregnancy or any other legally protected status. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the District.

Clarion Conservation District
Erosion and Sediment Technician

Job Description

GENERAL DESCRIPTION

The Erosion and Sediment (E&S) Technician is responsible for the daily operation of Pennsylvania Chapter 102, and other erosion control initiatives related to the successful implementation of plans submitted in Clarion County. The technician will review all E&S Control Plans, E&S Permits, National Pollution Discharge Elimination System (NPDES) Permits, and will provide technical assistance to land users in planning and applying soil and water conservation practices.

The position requires the person have acting knowledge of construction plans, be very detail oriented and organized, and adhere to strict deadlines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree in natural resources management or related field, engineering, construction plan development, or an equivalent combination of experience and training specific to earth disturbance permits.
- Ability to demonstrate job related project management skills.
- Exceptionally detail oriented and organized.
- Ability to adhere to strict deadlines.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively in person, and by phone, and email in a time sensitive manner.
- Ability to prepare reports and written correspondence.
- Ability to work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.
- Required to provide transportation as necessary for fieldwork and meetings. Use of district vehicles may be available, or mileage will be reimbursed as approved by the district.
- Must have and maintain a valid PA Drivers License.
- Ability to maintain confidentiality regarding client information and records.
- Operates a variety of specialized/general equipment associated with work activities, which may include a printer, scanner, multimedia projector, digital camera, survey, and GPS equipment.
- Must be able to obtain background clearances.

SPECIFIC RESPONSIBILITIES

- Fully administering all aspects of the Chapter 102 Program.
- Must attend training sessions provided by DEP as required to become an authorized inspector for soil erosion and sedimentation controls.
- Familiarization of the Erosion and Sediment Pollution Control Program in order to possess a working knowledge of state regulations.
- Review 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.
- Review NPDES permits, communicate required information with DEP, adhere to the deadlines given for the permit review, conduct site inspections, communicate with engineers/consultants on deficiencies through completeness, provide technical assistance to land-owners.
- Coordinate contractor pre-construction and post-construction meetings.
- Process Notice of Termination applications and perform final site inspections in permitted sites.
- Facilitate the transfer of technical information among local, state, and federal resource agencies, watershed groups and land managers on erosion and sediment issues.
- Work with District Manager to review project costs incurred.
- Compile information for quarterly report to be reviewed and submitted by District Manager.
- Must be comfortable interacting with other agencies or groups with job related needs.
- Maintaining a daily log of all work activities including mileage and project documentation.
- Assist with all other District activities, including special evening and weekend events.
- Coordinate with Environmental Educator on education and outreach projects regarding earth disturbance requirements in Clarion County.
- Collaborate with other District staff on applicable projects.
- Attend and participate in staff meeting; present activity report to the District Board of Directors at monthly meetings, and participate in any other necessary meetings which may occur during and after normal business hours.
- Prepare articles for website, newsletter, or annual report as requested.
- Participate in other district programs, or perform other duties as assigned by the Manager or Board.

WORKING CONDITIONS

- The E&S Technician is expected to work 37.5 hours per work, Monday through Friday from 8am – 4 pm with a ½ hour lunch. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace among other District staff.
- Works outdoors in all weather conditions to accomplish the specific responsibilities of the E&S Technician job.
- Travel to training sessions, meetings, or other events in personal vehicle if a District owned vehicles is not available.