

WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

POSITION AVAILABLE

POSITION TITLE: URBAN TECHNICIAN

REPORTS TO: DIRECTOR AND BOARD OF SUPERVISORS

JOB STATUS: FULL TIME, PERMANENT, NON-EXEMPT

SCHEDULED HOURS: 40 HOURS PER WEEK

PAY RANGE: \$20 TO \$25 PER HOUR BASED ON EXPERIENCE

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN EIGHT (14) CONSECUTIVE CALENDAR DAYS, BEGINNING MAY 10, 2019.

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

[Email](#) or drop off a cover letter and resume, along with a completed Warren County employment application to:

Warren County SWCD  
320 E SILVER ST  
LEBANON, OH 45036-1887

An application can be found on the Warren County website at [www.co.warren.oh.us](http://www.co.warren.oh.us). Click on Job Opportunities and scroll down to [Warren County Employment Application](#).

Applications must be received by 4:00 p.m. on May 24, 2019. This position is subject to a pre-employment drug screen and a background check (BCI).

The Warren County Soil & Water Conservation District is an equal opportunity employer.

**WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT  
POSITION DESCRIPTION**

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**Position Title:** Urban Technician

**Reports To:** Director and Board of Supervisors

**Status:** Full-time, Permanent, and Non-exempt.

**Probation:** 1 year

**Work Hours:** 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week

**Lunch:** ½ hour unpaid

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**JOB RESPONSIBILITIES:**

Under general direction provides technical assistance to landowners, consultants, engineers, units of government and other clients of the District. Implements the County erosion and sediment control regulations through plan review, fee collection, permitting, field inspections and enforcement. Assist staff in meeting District obligations to partners in stormwater permit compliance including reporting, education & outreach, storm water quality and quantity programs and other programs as necessary.

**QUALIFICATIONS:**

1. Completion of Associate or B.S. Degree in environmental science, civil or environmental engineering or a related course of study or any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.
2. This position requires considerable knowledge of the principles and practices of natural resource conservation and management; stormwater control and management; local, state and federal natural resource/stormwater permitting.
3. Ability to work a flexible schedule.
4. Excellent public relations and project management skills.
5. Ability to communicate effectively in both oral and written form.
6. Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher and Access) and willing to learn new applications.
7. A valid Ohio driver's license.
8. Takes initiative, is dependable, and has strong motivation.
9. Goal oriented.
10. Enthusiasm for District programs.

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**ESSENTIAL FUNCTIONS:**

1. Administer the County erosion and sediment control regulations including: review, comment and approval of erosion and sediment control plans and SWP3s. Approval of fees and issuance of earth disturbing permits. Ensure compliance with permit conditions through field inspections and communications with engineers, consultants, developers and contractors.
2. Ensure that the County's erosion and sediment control regulations are current with the State's standards. Coordinate with other agencies and offices on planning, regulation updates, and conservation design practices.
3. Assist landowners with natural resource management concerns, which may include stream bank stabilization, drainage problems, erosion problems, pond management issues, agricultural best management practices and other water use and disposal issues.
4. Assist with the District's storm water basin inspection program. Perform field inspections looking at basin construction and maintenance issues and work with responsible parties to achieve proper long term function.
5. Provide assistance as requested in the survey, design and installation of agricultural best management practices.
6. Provide technical assistance to the dam safety program at the local level and assist with emergency action plans for permitted dams.
7. Work with other District staff to provide stormwater education, outreach and technical assistance to our partners and their constituents.
8. Participate in Area IV and Statewide initiatives that correspond with job duties and expertise.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants and animals.
  2. May be required to attend meetings, seminars and trainings outside of normally scheduled work hours.
  3. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
  4. Assist with the District's education and outreach campaigns as needed.
  5. Perform other duties as required by the Director.
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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Personnel Policy Manual and District Work Rules and Policy Manual.**

\_\_\_\_\_  
(Employee's Signature)

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(Date)