

**CRAWFORD COUNTY CONSERVATION DISTRICT  
RESOURCE CONSERVATION TECHNICIAN/SPECIALIST  
JOB DESCRIPTION**

**GENERAL DESCRIPTION**

The Resource Conservation Technician/Specialist is responsible for successful and effective implementation and full administration of the Districts Permitting and Erosion Control program and to perform the duties necessary for the district to meet its obligations in the delegation of the state's Erosion and Sediment Control Program (Chapter 102), the Dam Safety & Waterway Management Program (Chapter 105), and the National Pollutant Discharge Elimination System for Construction Activities (NPDES) Program.

**QUALIFICATIONS**

- Bachelor's or 4-Year Degree in Agriculture, Soils, Environmental Science, Environmental Resource Management, Geology, Hydrology, or Engineering is required.
- Currently hold and maintain a valid PA driver's license and have reliable transportation.
- Achieve CPESC certification.

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to speak and understand the English language in a proficient manner in order to carry out essential job duties, including the ability to hear conversation and communicate orally.
- Knowledge of state, federal and local environmental laws and regulations.
- Knowledge of surveying and design procedures.
- Knowledge of common construction equipment, supplies and materials.
- Knowledge of professional engineering principles, especially those pertinent to civil and agricultural engineering.
- Knowledge of the physical sciences.
- Skill to organize and maintain files both electronic and in paper.
- Skill in numerical and verbal reasoning.
- Ability to apply the principles and methods of physical sciences to technical engineering problems.
- Ability to function independently, have flexibility and the ability to work effectively and cooperatively with coworkers, partners, the agricultural community and members of the public.
- Ability to communicate professionally and effectively, orally and in writing.
- Ability to multi-task and learn additional trade specialties as required.
- Ability to perform math calculations that relate to plans, data and records.
- Ability to make independent decisions when circumstances warrant such action.
- Ability to work independently with minimal supervision.

- Ability to have flexibility and work effectively and cooperatively with coworkers, partners, municipalities, engineers, developers and members of the public.
- Ability to speak in front of large groups and present information in a satisfactory manner.
- Ability to read and interpret technical literature, engineering plans, aerial photographs, soil surveys, USGS topographic maps, and FEMA Maps.
- Ability to traverse rough terrain and willingness to work outside during inclement weather.
- This position requires a high degree of organizational ability.
- Ability to tactfully stand firm to achieve program compliance.
- Ability to use general and specific office equipment and or tools safely and according to policy (copier, fax, printer, calculator, adding machine, digital camera, multimedia projector, desktop and laptop computers, hand/battery/fuel operated drilling and cutting devices); various software packages (database, word processing, desktop publishing, graphic arts, GIS); and other technical equipment (planimeter, a hand level, laser level/rod, measuring wheel, GPS data collector, cell phone and vehicle).

### **ESSENTIAL FUNCTIONS AND SPECIFIC RESPONSIBILITIES**

- Erosion and Sediment (E & S) Control Plan review.
- Chapter 105, 105 (General) permit processing.
- Chapter 102, 102 (NPDES) permit processing.
- Inspection of earthmoving operations.
- Responding to citizen complaints of erosion and sedimentation and encroachments.
- Educating and assisting citizens with regards to Chapter 102, 105.
- Familiarity and adherence to the PA BMP Manual and Chapter 102 and 105 Program Manuals/SOPs
- Reporting in District written and computerized logs, DEP Greenport, DEP Spreadsheets and the Integrated Compliance Information System. Compile quarterly reports for PA DEP
- Prepare a program annual report for the District Manager.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Answer phone, responds to email inquiries, assists customers by providing general conservation information, read industry publications.
- Keep a daily log and provide written monthly reports to the Conservation District Board and attend and/or present program updates when requested.
- Submit monthly expense claims, biweekly payroll, purchase requisitions and travel requests.
- Attend and participate in staff meetings, assist with maintaining operations at the Woodcock Creek Nature Center and Stainbrook Park (spring and fall clean-up), as well as and other district programs (tree sale, Envirothon, environmental education)
- Promote and implement the Annual Work Plan identified by the Crawford Conservation District Board of Directors.
- Obtain necessary training to become familiar with and knowledgeable of the other District program areas (Water Quality, DGLVR, ACT, REAP, Manure/Nutrient Management).
- Develop a working knowledge of Pennsylvania Conservation District operations and the operations of cooperating and related natural resource agencies.
- Attend meetings, trainings, seminars as required.
- Acts as a member on relevant boards and committees.
- Participates in Environmental Education programming at the Woodcock Creek Nature Center and area schools.

## **WORKING CONDITIONS**

- The Resource Conservation Technician/Specialist is expected to work 40 hours per week. A typical week will be Monday through Friday 8:00 a.m. to 4:00 p.m. with a one-hour lunch. Pre-approved hours worked in excess of 40/week will be given as compensatory time at the rate of 1½ hours/hour worked. Adjustments to the work schedule shall be coordinated with and approved by the District Manager.
- Works indoors with adequate workspace, lighting, temperature, and ventilation.
- Works with average indoor stress, but subject to frequent disruptions and noise.
- Works with average indoor exposure to dust/dirt.
- Works outdoors in all weather conditions to accomplish the specific responsibilities.
- Works outdoors performing maintenance work; exposed to dirt/dust/vibrations of vehicles & equipment.
- Some outdoor exposure to fumes/odors from tools, paints, and other maintenance supplies.
- May require working at heights on scaffolds, ladders to perform essential job duties.
- Travels frequently to various locations to perform work or inspections and during all seasons; exposure to outdoor elements, including snow, storms, and icy roadways.
- Frequent outdoor exposure to sun, rain, wind, snow, ice and seasonal fluctuating temperatures.
- Periodic meeting attendance beyond normal work hours including travel to training sessions, educational workshops, and other meetings as required.

## **PHYSICAL/MENTAL CONDITIONS**

- Must be able to stand for long periods of time throughout the work day, with intermittent periods of walking and sitting.
- Must be able to execute frequent periods of bending, stooping, kneeling, twisting and reaching to carry out job duties.
- Dexterity requirements range from fine manipulation of fingers/hands to coordinated movements of feet/legs/torso to maintain balance.
- Medium work, with frequent lifting and carrying of objects and materials up to 25 pounds and occasional lifting and carrying of objects and materials ranging from 50-70 pounds.
- Must be able to walk and be on the move sometimes traversing rough terrain for up to eight hours per day.

## **SUPERVISION AND GUIDANCE**

The Resource Conservation Technician/Specialist receives instruction from and is under the supervision and guidance of the District Manager. The Resource Conservation Technician/Specialist may, at times, be responsible for supervising student interns, work-study students, or trainees. He or she may also be responsible for directing contractors or landowners in field work situations.

## **TRAINING**

The Resource Conservation Technician/Specialist is expected to complete the self-directed learning on history and operations of Pennsylvania's Conservation Districts including: Overview, History of Conservation Movement, Conservation District Law, Laws Related to Conservation Districts, Relationships and Partners found at [https://www.paleadership.org/training\\_modules/](https://www.paleadership.org/training_modules/), attend regional and state-wide training targeted at Chapter 102, 105 and NPDES, first aid as well as current completion of online recommended training in the

Clean Water Academy. The technician should maintain a log of completed trainings and meet with the District Manager yearly to discuss their accomplishments, individual development / training plan and career goals where additional training may be added as time permits. The Resource Conservation Technician/Specialist is strongly encouraged to acquire CPESC (Certified Professional in Erosion and Sedimentation Control) certification within three years of employment.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of Resource Conservation Technician/Specialist and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

\_\_\_\_\_  
, Resource Conservation Technician

Date \_\_\_\_\_

\_\_\_\_\_  
Tracey J. Crawford, District Manager

\_\_\_\_\_  
Date