

VENANGO CONSERVATION DISTRICT
Job Description: Resource Conservationist

DESCRIPTION

This technical position involves operational level work administering PA Department of Environmental Protection (PA DEP) delegated programs in the field of Erosion and Sediment Pollution Control (PA Title 25, Chapter 102), National Pollutant Discharge Elimination System (PA Title 25, Chapter 93), Waterways Obstruction and Encroachment General Permitting (PA Title 25, Chapter 105) and other duties as they relate to Venango Conservation District goals and objectives.

SUPERVISION

The Resource Technician receives occasional instruction and supervision from the District Manager in regard to daily work duties and program responsibilities. The Technician also reports directly to the Venango Conservation District Board of Directors.

TRAINING PROVIDED

The Resource Conservationist receives training applicable to Chapter 102 and 105 Programs through DEP Clean Water Academy, peer trainings and other DEP trainings.

DUTIES AND RESPONSIBILITIES

Administer the DEP Chapter 102 Erosion and Sedimentation Pollution Control Program delegation agreement in Venango County.

- Review, identify deficiencies, approve and make recommendations regarding Erosion and Sediment Control plans for earthmoving and earth disturbance activity sites within Venango County.
- Conduct field inspections of earthmoving/earth disturbance sites to verify that design, installation, operation and maintenance components of Erosion and Sediment Control plans are in compliance with state statutes and regulations.
- Investigate field complaints from earthmoving/earth disturbance sites and make attempts to attain voluntary compliance by suggesting possible solutions or corrective measures.
- Complete inspection reports and report non-compliance to PA DEP authorities for enforcement actions.
- Provide technical assistance to individuals, counties, consultants, developers, engineers etc. regarding program rules and regulations.
- Report program activities quarterly to PA DEP.
- Input required data into the Integrated Compliance Information System (ICIS).
- Other duties as assigned.

Administer PA DEP Chapter 92, National Pollutant Discharge Elimination System Permit Program delegation agreement in Venango County.

- Perform administrative/technical review and identify deficiencies in the plan and either recommend approval, or denial for the use of General NPDES Construction permits for projects equal to or greater than 1 acre.
- Perform administrative review, identify deficiencies, or acknowledge completeness for the issuance of Individual NPDES permits for projects equal to or greater than 1 acre.
- Perform administrative review of Individual NPDES permit application components (including E&S plan) and provide administrative review of the post construction stormwater plan package and then forward to the PA DEP Regional Office for technical review.
- Conduct field inspections of permitted sites for compliance with state statutes and regulations and complete inspection reports as per PA DEP delegation agreement Standard Operating Procedures.
- Investigate field complaints for sites and try to attain voluntary compliance by suggesting possible solutions or corrective measures and complete field inspections reports for complaint sites in compliance with state statutes and regulations as per PA DEP delegation agreement Standard Operating Procedures.
- Complete inspection reports and report non-compliance to PA DEP authorities for enforcement actions.
- Provide technical assistance to individuals, counties, developers, engineers etc. regarding state rules and regulations.
- Report program activities quarterly to the PA DEP.

OTHER DUTIES AND RESPONSIBILITIES

- Provide program support for United States Department of Agriculture's Natural Resources Conservation Service regarding agricultural E&S conservation planning for agriculture operations, municipalities and the general public.
- Investigate general environmental complaints from the public, assess the situation and coordinate with proper authorities/agencies.
- Manage program records on district program computer system as well as paper files.
- Utilize water/soil testing equipment, surveying equipment, maps, blueprints and other environmental tools as needed to perform job functions.
- Attend meetings and trainings as required.
- Participate in other district programs and duties as assigned by the District Manager or the Venango Conservation District Board of Directors.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An associate Degree in water resources, civil or any appropriate field of engineering technology - OR
- Level 2 NICET certification in erosion and sediment control – or - a certified professional erosion and sediment control specialist – OR - a high school diploma with required technical abilities and two-years of experience in the field of erosion and sediment control - OR
- Bachelor of Science Degree in a non-engineering field with the required technical abilities and one-year of experience in the field of erosion and sediment control.

- Speak and understand the English language in an understandable manner in order to carry out essential job duties.
- Possess effective communication skills (written and oral).
- Possess initiative and problem-solving skills in relation to environmental projects.
- Possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
- Possess the technical knowledge of operating personal computers.
- Possess a valid PA drivers license and a willingness to travel to perform field inspections and other duties.
- Possess the ability to make independent decisions when circumstances warrant such action.
- Possess ability to work on large projects and to interact effectively with PA DEP and County officials.
- Possess enough knowledge of engineering skills, practices and methods needed to carry out quality environmental conservation programs.
- Possess the ability to read and interpret technical literature, engineering plans, manuals and tables.
- Possess the knowledge of current federal, state and local laws affecting applicable conservation, agricultural and environmental issues.
- Possess general knowledge of modern office practices and procedures as well as the ability to utilize soil/water testing equipment, maps, blueprints and surveying equipment with safety and accuracy.
- Possess the ability to pay close attention to detail and to concentrate on work.

WORKING CONDITIONS

- Works indoors in adequate work space, lighting, temperatures and ventilation.
- Works with average indoor exposure to noise, stress and disruptions.
- Works with normal exposure to indoor dust/dirt.
- Subject to working outdoors at construction sites and may be subject to heavy and/or dangerous equipment, poor water conditions, odors and natural elements.
- Works in an environment where may need to sit, stand, walk and drive intermittently throughout the workday, with occasional kneeling twisting, stooping, bending, climbing necessary to carry out work duties.
- Dexterity requirements range from simple coordinated movements of fingers, hands, feet, legs, torso necessary to carry out duties of the job.