

DEBORAH A. TWIGG, SPHR, SHRM-SCP
Human Resources Director
dtwigg@co.schuylkill.pa.us
(570) 628-1232

HEATHER R. GARRITY
HR Specialist
Assistant Risk Manager
hgarrity@co.schuylkill.pa.us
(570) 628-1214



OFFICE OF HUMAN RESOURCES

SCHUYLKILL COUNTY COURTHOUSE
401 N. 2ND STREET
POTTSVILLE PA 17901-2528
Phone – 570-628-1216 Fax – 570-628-1109

ANGEL BURNHAM-MITCHELL
Benefits Administrator
aburnham@co.schuylkill.pa.us
(570) 628-1217

ANN KRAFT
Administrative Assistant
akraft@co.schuylkill.pa.us
(570) 628-1216

COUNTY OF SCHUYLKILL

INTERNAL JOB POSTING NOTICE

Department:	Conservation District
Posting Date:	May 15, 2019
Closing Date:	May 25, 2019
Job Title:	Conservation Program Technician
Location:	1206 Ag Center Drive, Pottsville, PA
Pay Rate:	Range 6 - 17.5736
Work Hours:	40 hrs. per week
Type of Employment:	Full Time
Union:	AFSCME 1512
Duties:	See Attached Job Description

How To Apply:

Interested employees who possess the necessary qualifications as listed on the job description should send a letter of interest and updated resume to the Human Resources Department.

SCHUYLKILL COUNTY
CLASSIFICATION DESCRIPTION

JOB TITLE: Conservation Program Technician
DEPARTMENT: Conservation District

GENERAL SUMMARY: Under general direction, administer natural resource conservation programs of the Schuylkill County Conservation District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administer the following Department of Environmental Protection (DEP) delegated and State Conservation Commission contracted programs as per approved administrative manuals.

Erosion and Sediment Pollution Control Program (E& S PC) (Chapter 102)

1. Using the DEP Administrative Manual, perform technical reviews of erosion and sediment pollution control plans to determine their adequacy with the requirements set forth in the Chapter 102, Erosion and Sediment Control regulations
2. Inspect earthmoving activities to verify the installation and maintenance of the erosion and sediment pollution control measures and facilities contained within the E & S Plans
3. Make every effort to attain voluntary compliance where violations are documented and prepare necessary documentation for enforcement action when necessary serving as a technical witness during enforcement actions
4. Respond to natural resource related complaints by keeping complainant information separate from any project files. All staff should consider this privileged information and must refuse to disclose the name and other personal information concerning the complainant. A memorandum about the Environment Hearing Board's decision concerning the protection of an informant's identity is located in the Administrative Manual
5. Provide assistance to landowners, planners, engineers, developers, and earthmovers on various conservation best management practices (BMPs), and assist with planning and implementation of conservation public education programs (ex. Heavy Equipment Operators School)
6. Pursue CPESC Certification
7. Perform other duties as required by the Administrative Manual

National Pollution Discharge Elimination System Program (NPDES)

1. Administer the NPDES permitting program for stormwater discharges from construction activities in accordance with the delegation agreement with the DEP, including but not limited to, performing administrative completeness and technical reviews of Erosion and Sediment Control components and administrative completeness reviews of Post-Construction Stormwater Management components.
2. Process permits in accordance with DEP's Permit Decision Guarantee/Permit Review Process provisions
3. As workload permits, perform Expedited Reviews, upon request, following the SCD's Expedited Review Policy.

Dirt, Gravel, & Low Volume Roads Program

1. Administer the Dirt, Gravel, & Low Volume Roads Program as per contract with the State Conservation Commission and Administrative Guidance Manual
2. Insure that all project agreements, contracts, or other arrangements entered into pursuant to the implication of this program are performed in compliance with all applicable local, state and federal laws, rules and regulations.
3. Provide technical assistance and project management to road-owning entities, planners, engineers, and contractors on Environmentally Sensitive Maintenance Practices

JOB SPECIFICATIONS:

*Indicates developed after employment.

Education/Employment:

Bachelor's degree in Biology, Environmental Resource Management, Geoenvironmental Studies, Hydrology, or closely related field and required knowledge and abilities. Also, 2 years of related experience preferred.

Knowledge:

Comprehensive knowledge of conservation best management principles and practices.

Comprehensive knowledge of state and federal laws and regulations governing conservation district, e.g.

Erosion and Sediment Pollution Control Program (Chapter 102), Dams and Waterways Stream Encroachment (Chapter 105), PA Clean Stream Law, Conservation District Law (Act 217)*, National Pollution Discharge Elimination System (NPDES) permit procedures*, Dirt and Gravel Road Program*, and Biosolids Program*.

Thorough knowledge of agronomy and horticulture and best management practices.

Thorough knowledge of soils and soil survey.

Thorough knowledge of topography.

Thorough knowledge of hydrology.

Abilities:

Ability to keep information confidential as required by law.

Ability to program accurate and detailed records and reports.

Ability to complete and administer grants.

Ability to analyze and interpret conservation laws and regulations.

Ability to communicate effectively in oral and written form.

Ability to enforce regulations in an even-handed manner.

Ability to demonstrate tact and patience when responding to angry and upset individuals.

Ability to mediate disagreements in a fair and judicious manner.

Ability to demonstrate physical fitness to include standing or walking for extended periods of time over rough terrain.

Ability to maintain valid PA Driver's License.

Working Conditions:

Work is performed throughout the County in various weather conditions. Work is frequently performed alone in remote locations throughout the County. Work requires frequent travel and involves some risk to personal safety. Work is performed in non-barrier free environments. Work frequently involves responding to angry or upset individuals and is performed with frequent interruptions. Work requires attendance at training and update training sessions and evening meetings throughout Schuylkill County and PA.

DISCLAIMER:

Classification descriptions are intended to describe the general nature and level of work being performed by a person assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

REPORTS TO: Conservation District Manager

FLSA STATUS: Non-Exempt

DATE: April 2019