

## Clinton County, Pennsylvania Position Description

**Title:** Resource Conservationist

**Department:** Conservation District

**Date:** April 2001

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### **Purpose of Position**

The purpose of this position is to administer conservation programs such as the Chapter 102 Erosion and Sediment Pollution Control Regulations Control, Chapter 105 Dam Safety and Waterway Management of the Clean Streams Law, and National Pollutant Discharge Elimination System (NPDES) programs by reviewing plans and permit applications, conducting inspections, providing technical assistance, investigating complaints, preparing reports, and offering instructional/education training programs to various audiences. This person takes a lead role in administering these programs with other Technicians. The work is performed under the direction of the Conservation District Manager.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Conducts a technical review of plans and permit applications for a variety of projects and programs including erosion and sediment pollution control plans, National Pollutant Discharge Elimination System (NPDES) permits and applications. Reviews and edits plan reviews completed by other personnel.
- Conducts administrative reviews of NPDES permit applications and accompanying Post Construction Storm Water Management Plans.
- Inspects earthmoving activities during construction for compliance with regulations; inspects NPDES permitted sites. Conducts on-site field reviews of earthmoving sites for Erosion Control Plan reviews, and all DEP Water Obstructions and Encroachment General permits to authorize acknowledgements.
- Prepares compliance inspection reports for all sites. Maintains active project file for all earthmoving sites.
- Conducts on-site inspections on complaints regarding earth moving activities, water courses and streams; maintains complaint files for inspections; prepares compliance reports for **DEP**.
- Provides on-site technical assistance to landowners, federal, state and local agencies and municipal governments on issues regarding erosion control, NPDES permits, storm water management, FEMA floodway, DEP waterway encroachment and obstruction permits, etc.
- Provides technical assistance and oversees construction of streambank stabilization, reclamation and retaining devices.

- Provides technical soils information to the public relating to soil properties and building limitations.
- Performs on-site plan reviews of municipal dirt and gravel road programs; inspects completed dirt and gravel roads and prepares compliance reports.
- Assist with floodplain monitoring, and any other state or county environmental programs as assigned.
- Provides technical assistance to applicants developing permits and applications.
- Interpret and utilize topographic maps, aerial photography, engineering drawings, plans and calculations, soils maps, FEMA Floodway maps, GIS layers, storm water management plans, and technical reference materials.
- Trains all Technicians regarding engineering and administrative manuals and regulations; oversees technician during site inspections; takes a lead role in administration of these conservation programs with other Technicians; provides instruction and assigns work to Program Assistant and other department personnel.
- Prepares a variety of reports, documents and correspondence (including monthly Board reports of activities and state quarterly report of delegated activities; develops, completes, and files review letters to landowners, engineers, or consultants; prepares inspection reports and maintains active project files. Prepares and maintains activity logs. Searches the Pennsylvania Natural Diversity Inventory for environmental conflicts on permitted sites.
- Conducts, plans and/or assists with training programs for government agencies, engineering firms, contractors, land developers, planners, municipalities and the public.
- Assists with the preparation of budget proposals.
- Required to attend monthly Board meetings to update the Board on activities, unless excused.
- Performs other related functions as assigned or required.

### **Minimum Training and Experience Required to perform Essential Job Functions**

Bachelor's degree in Environmental Science, Natural Resource Management, Engineering, or an environmental related field with three to five years of natural resource conservation program management/field experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires a valid Pennsylvania driver's license.

### **Physical and Mental Abilities Required to perform Essential job Functions**

#### **Language Ability and Interpersonal Communication**

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to establish criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.

- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as reports, records, construction/improvement plans, permits, drawings, guides, manuals, maps, acts, codes, regulations, management plans, lists, policies, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the manager and all department personnel, other County departments, landowners, contractors, engineers, attorneys, outside agencies, municipalities, Commissions and the public.

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; and requires the ability to perform mathematical operations with fractions, algebra, geometry and trigonometry.

### **Physical Requirements**

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles, cameras, **GPS** unit, survey equipment, radios, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing.
- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
- Ability to traverse difficult outdoor terrain in various weather conditions.

### **Environmental Adaptability**

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a risk of injury.

Clinton County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's signature

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Supervisor's Signature

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Date

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Date

Updated 2/07, 9/2008