ATHENS SOIL AND WATER
CONSERVATION DISTRICT
POSITION DESCRIPTION

TITLE AND INTRODUCTION: Urban Stormwater Specialist

The individual in this position is primarily responsible for leading the Athens Soil and Water Conservation District’s (SWCD) involvement in urban related conservation issues and projects with a focus on compliance with Ohio EPA’s Municipal Separate Storm Sewer System (MS4) permit.

DUTIES AND RESPONSIBILITIES:

Urban Conservation Management
- Provides assistance to the City of Athens including review of subdivision plans, lot splits, stormwater management, and sediment and erosion control plans as required by the MS4 permit under the authority of the Athens City Code 5.07.
- Leads the implementation of the Ohio EPA MS4 permit and other initiatives encouraging soil and water conservation and protection. Responsibilities include permit reviews, inspections, GPS/GIS surveying, and sampling illicit discharge.
- Serves on the City of Athens Stormwater Protection Team.
- Updates the City of Athens Stormwater Management Program as needed.
- Maintains good working relationships with various units of government and makes frequent contact with contractors, developers, and engineers in connection with conservation practice application work.
- Organizes, coordinates, and attends developing lands and good housekeeping related workshops with a main focus on education to contractors, developers, municipal/county employees, landscape architects, nurseries, and golf courses.
- Provides assistance to the City to adopt, review, change, and provide comment on regulations that pertain to the MS4 program.
- Develop green infrastructure programs, ideas, trends, and demonstration BMPs including funding for urban conservation program development.
- Provides Ohio EPA MS4 permit assistance to City personnel in relation to Construction and Good Housekeeping control measures to ensure the requirements of the permits are being communicated and met by the responsible party.
- Coordinates with Athens SWCD staff to provide education and technical assistance to urban land users by providing up to date technical guidance on erosion control, drainage improvement, and soils suitability through written materials or site visits when necessary. When providing assistance, use the NRCS National Engineering Manual procedures, NRCS standards and specifications, Rainwater and Land Development Guide, and other sources of technical assistance.
- Appropriately represents the Athens SWCD and the City of Athens at meetings of local, state, and federal agencies as directed.
- Seeks guidance and feedback on program activities from co-workers, management, and appropriate advisors from the board, partners, or other technical experts.
- Advises District Manager of new opportunities, future trends, and makes recommendations for long range urban conservation vision based on staff, board, and outside input.

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• Contributes to the urban newsletter, develops brochures, and other outreach program support publications as needed.
• All other duties as assigned by the District Manager and/or Athens SWCD Board of Supervisors.

Communication and People Skills:
• Effectively communicates concerns, challenges, opportunities, and progress to supervisor and co-workers weekly.
• Fully participates in internal and external meetings.
• Provides accurate, timely, and professional assistance to partners, landowners, and general public in a manner that heightens the districts credibility and visibility.
• Promotes a positive, cooperative, and non-discriminatory atmosphere that supports a safe and productive working environment.

General Responsibilities:
• Observes all Athens Soil and Water Conservation District Policies and Procedures.
• Prioritizes work and practices effective time management resulting in good quality and quantity of work.
• Provides good accountability for time, activities, and leave using the District’s reporting program.
• Maintains shared equipment, vehicles, and office space in a respectful manner.
• Provides support to other staff and annual events while meeting individual responsibilities.
• Conducts job responsibilities with safety as the top priority.

QUALIFICATIONS:
• Minimum of bachelor’s degree in conservation, natural resources, engineering, or other related field or equivalent work experience.
• Two years’ experience in the urban conservation field preferred.
• Accreditation or in-training as a Certified Professional in Erosion and Sediment Control (CPESC) preferred.
• Ability to work a flexible schedule.
• Excellent public relations skills.
• Ability to communicate effectively in both oral and written form.
• Project management skills.
• Possesses a valid Ohio Driver’s License and a good driving record.
• Ability to operate field equipment (survey equipment, tile and soil probe, GPS data collector, digital camera, etc.) with guidance.
• Ability to lift objects weighing up to 50 pounds. Able to withstand prolong periods of standing, walking over rough uneven or rocky surfaces, bending, crouching, stooping, reaching, or similar activities.
• Familiarity with popular computer software (including, but not limited to, MS Word, Excel, Powerpoint, and Access, ArcView GIS) and willingness to learn new applications.

EMPLOYMENT STATUS:
Full time position, subject to a six-month probationary period. Employee is required to work 32 hours per week as coordinated with the District Manager.

SUPERVISION:
This position will be employed by the Athens SWCD Board of Supervisors and will be under the general supervision of the District Manager.

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PERFORMANCE REVIEW:
Performance of each duty in this position will be evaluated against the requirements set forth above and annual goals set for the organization. The District Manager conducts a formal performance review annually.

JOB DEVELOPMENT/TRAINING:
- The individual in this position is encouraged to attend classes, seminars, workshops, etc. which will aid in developing skills needed to perform this job. The nature of these training sessions will be outlined on the employee’s development plan and approved by the District Manager and/or the Board of Supervisors.
- The incumbent is also encouraged to periodically shadow other staff members to acquire a comprehensive understanding of District programs and activities.