

VACANCY ANNOUNCEMENT

Position: Stormwater Technician Allen Soil and Water Conservation District

Location: This position is offered by the Allen Soil and Water Conservation District (SWCD), 1870 Slabtown Road Lima, Ohio 45810. It is a full-time position, subject to a 90-day probationary period. The position will be under the administrative supervision of the Allen SWCD Board of Supervisors and day-to-day supervision will be provided by the District Administrator.

Key Responsibilities: Allen Soil and Water Conservation District is seeking a qualified individual for a full-time position to inspect construction sites to ensure compliance with stormwater quality regulations; review stormwater pollution prevention plans; schedule and inspect outfalls; and assist with post construction inspections. In addition, a successful candidate will assist to fulfill other contracted requirements to maintain compliance with Ohio Environmental Protection Agency.

Essential Duties and Responsibilities:

- Oversee the urban and county MS4 and their management plan activities
- Fulfill annual contractual requirements so to stay compliant with OEPA
- Coordinate annual Illicit Discharge Board meeting and correspondence
- Prepare Ohio EPA Annual Report
- Conduct erosion and sediment control construction inspections
- Review stormwater and pollution prevention plans
- Conduct annual facilities trainings
- Maintain continuing education and training to meet the needs of the position
- Keeps District Board informed on legislative changed and other correspondences that may affect the operation of the District.
- Maintain appropriate data bases; complete state reporting
- Work with stormwater department to hire and direct summer interns
- Performs other duties as requested by the District Administrator/ Board of Supervisors

Education and Technical Background Requirements: Preference will be given to applicants with an associate degree or higher in conservation, natural resources, engineering, or other science related field or equivalent combination of training and experience that proves the requisite knowledge, skills, and abilities for the position.

Preferred Knowledge Of

- Minimum Control Measures and required activities to maintain compliance with the Ohio EPA small Ms4 permit
- Working knowledge of erosion and sediment control and post-construction BMP's and the Ohio EPA Construction Site Stormwater Permit and local regulations
- General conservation practices and natural resource topics.

Computer Literacy Required: Proficient in Microsoft Office – Word, Excel, PowerPoint, Publisher, and Outlook. Knowledge of GIS preferred but not required.

Required Skills and Abilities: Self-motivation, organizational skills, accurate recordkeeping, able to take direction from others, strong verbal and written communication skills, capable of making a professional impression upon office visitors and telephone customers. Have willingness to assist on various projects. Must maintain a valid Ohio driver's license and possess a good driving record. Must be able to pass pre-employment screening/background check

Salary and Benefits: The position will work 40 hours per week, Monday through Friday. Additional evening and weekend hours may be required on rare occasion to take minutes for public meetings. Hours in addition to the typical work week will be flexed/balanced within the 40 hours. Starting salary is anticipated at \$17 - \$19 per hour commensurate with qualifications and experience. Benefits include individual health insurance, Medicare, Ohio Public Employees Retirement System, vacation, and sick leave. Paychecks are issued bi-weekly and by direct deposit.

Application Process: Applicants should provide a resume, three non-family references, and a cover letter indicating why they are interested in the position to the Allen SWCD, 1870 Slabtown Road Lima, Ohio 45810. Questions can be directed to Casey Heilman, District Administrator at casey@allenswcd.com or by calling 419-222-0846 ext. 1002. Applicants will be contacted by phone for interview appointments. Successful applicants must be able to pass a substance abuse test and background check. The position will be open until filled.

Non-Discrimination Statement: All programs, services and activities of the Allen Soil and Water Conservation District and the partnering USDA Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, religion, color, national origin, sex, age, marital status or handicap.