

POSITION DESCRIPTION
Marion County Soil and Water Conservation District
Urban Conservationist

This position is responsible for providing information and technical assistance to land users in planning and applying natural resources conservation measures in Marion County and occasionally in support of other Districts in surrounding counties. This position is funded by the Marion County Soil and Water Conservation District. Direct supervision will be provided by the Marion Co. SWCD.

Interested applicants should submit (via email) a current resume along with three (3) references to Heather Buck, Board Chair at hbuck@cbbel-in.com by October 28, 2016. The compensation package for this position will be commensurate with experience. Any questions regarding this position may also be directed to same contact.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES:

- Provides technical assistance regarding soil erosion/sediment control and storm water quality management to Marion County residents and as requested by various units of City-County government and other independent cities and towns of Marion County
- Represents SWCD at appropriate DPW, DCE and DMD meetings when requested and maintains contact with City Stormwater Program Manager and other designated staff
- Supports the development of natural resource management plans for private homeowners, municipal lands, community parklands, homeowner association common areas and other private property.
- Reviews development plans and inspects construction sites for appropriate soil erosion sediment control and stormwater quality measures according to state and local requirements, and prepares and forwards notices of required action for violations as set forth by the SWCD's Memorandum of Agreement with the City of Indianapolis
- Assists with the local administration of state and Federal mandated programs such as Indiana "Rule 5" NPDES Construction Site Erosion Control Program, Rule 13 (Phase I NPDES Permitting) the USDA Food Security Acts and the Clean Water Indiana program.
- Assists other SWCD program areas as needed and assists outreach program with publicity, news articles, and at public functions.
- Periodically prepares/makes public speaking presentations to various community groups as requested.
- Prepares annual plan of work items related to position for review by SWCD Board of Supervisors.
- Enters progress reporting management system data on computer, and prepares quarterly progress report of conservation measures planned/applied.
- Prepares/submits monthly narrative of activities to SWCD Board making a written report, oral presentations, and comments as appropriate and assists in preparing District NPDES annual reports
- Periodically attends job-related training sessions to maintain certifications

- Provides technical training to contractors, inspectors, designers, and others regarding construction site stormwater quality controls
- Performs related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Bachelor's Degree in, engineering, natural resources, planning, or a related discipline area, or equivalent combination of education and experience.
- Certification in at least one of the following: Certified Erosion, Sediment, Stormwater Inspector; Certified Inspector of Erosion and Sediment Control; Certified Professional in Erosion and Sediment Control
 - Working knowledge of SWCD policies, procedures and legal requirements, soil and water quality practices, and ability to apply such knowledge in providing information and technical assistance to landowners/users regarding natural resources conservation measures.
 - Working knowledge of land development and regulation issues,
 - Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, regulating agencies, engineers, contractors, developers, neighborhood associations, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
 - Ability to read and interpret detailed prints/sketches/specifications and various technical reference manuals, and prepare detailed reports as required.
 - Ability perform relevant arithmetic calculations, and properly operate standard office equipment, such as computer, printer, typewriter, calculator, fax machine, copier; and surveying, drafting and soil testing equipment, such as laser level, survey rod, planimeter, cameras, soil auger, soil and tile probes. Use of GIS software like Arc View desired.
 - Ability to competently serve the public with diplomacy and respect
 - Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
 - Ability to provide public access to or maintain confidentiality of department informational records according to state requirements.
 - Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.
 - Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.
 - Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.
 - Possession of a valid Indiana driver's license and demonstrated safe driving record.

DIFFICULTY OF WORK:

Incumbent performs duties within wide-ranging yet specific guidelines, as determined by District Board of Supervisors and state and Federal statute. Incumbent exercises personal discretion and independent judgment to select the most appropriate methods to achieve stated goals. Many duties are independent, requiring extensive coordination efforts.

RESPONSIBILITY:

Incumbent’s duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to SWCD guidelines and technical references, exercising independent judgment in selecting and applying appropriate standards to individual cases.

PERSONAL RELATIONSHIPS:

Incumbent communicates frequently with co-workers, other County departments, regulating agencies, engineers, contractors, developers, neighborhood associations, landowners/users, and the public, for purposes of exchanging information, explaining/interpreting regulations, policies and procedures, and resolving problems.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, walking/standing for long periods, walking on uneven terrain, pushing/pulling objects, speaking clearly, keyboarding, close and far vision, hearing communication, and occasional exposure to adverse weather conditions (rain, mud, year-round). Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight. Incumbent reports directly to the Board of Supervisors and District Director.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Urban Conservationist for the Marion County Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes ___ No ___

Applicant/Employee signature

Date

Urban Conservationist 8/01/16