

## **POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA**

**POSITION:** FIELD TECHNICIAN  
**DEPARTMENT:** HOWARD COUNTY STORMWATER DISTRICT  
**WORK SCHEDULE:** 8 AM – 4 PM; MONDAY- FRIDAY  
**JOB CATEGORY:**

**DATE WRITTEN:** 10/10/2007  
**DATE REVISED:** 01/8/2019

**STATUS:** Full-time Part-time  
**FLSA STATUS:** Exempt Non-Exempt

The successful candidate 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:** The incumbent will be responsible for coordinating and carrying out all actions of the Howard County NPDES Phase II Municipal Separate Storm Sewer System (MS4) program to ensure compliance with the required minimum measures. Duties include: providing stormwater education programs to a variety of targeted audiences, providing outreach to promote public participation in stormwater pollution prevention, maintaining a program for illicit discharge detection and elimination, reviewing and issuing MS4 permits, performing stormwater inspections for construction sites and post-construction structures, and providing support to Howard County staff for stormwater pollution prevention at county-owned facilities. Specific duties include, but are not limited to, the following: data entry, answering the telephone, filing, bookkeeping, tracking claims, interacting with the public, understanding and explaining drainage maps, performing field work in and around construction sites, waterways and drains, maintaining a water quality laboratory, and managing materials and equipment for the MS4 program. This position will also be responsible for serving as secretary to the Stormwater Board, completing paperwork, including monthly and annual reports and communicating with offices on the local and state level.

**SKILLS:** The incumbent must possess excellent written and verbal communication skills, excellent computer skills, and be proficient with Microsoft Office and web based databases. The incumbent must have experience using field survey equipment, water quality monitoring procedures, managing and interpreting water quality data, and be capable of understanding site development plans. Must have experience with ArcMap, ArcGIS Online, and GIS.

**RESPONSIBILITY:** The incumbent will be responsible for the day to day operations of the MS4 program and ensuring the program meets the requirements outlined by the MS4 Coordinator/Administrator.

**EDUCATION AND EXPERIENCE:** The candidate must possess a minimum of a bachelor's degree in an applied science or related field to be considered for this position.

PERSONAL WORK RELATIONSHIPS: Incumbent maintains regular communication with department employees, personnel and officials from other government departments and regulating agencies, representatives of construction firms, developers, property owners, and members of general public for a variety of purposes, including responding to and investigating complaints, negotiating cooperation on projects, explaining and interpreting department policies and legal requirements, and assuring compliance with work standards.

Incumbent reports directly to the Stormwater Coordinator/Administrator.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: Must be able to withstand hot and cold temperatures out in the field. This position will require a lot of walking/standing and climbing in and out of ditches. Incumbent must be current with vaccinations (or willing to get them) consistent with protection from infectious diseases associated with water pollution.

WORK ENVIRONMENT: Duties are mostly performed in a standard office environment and outdoors environment. Employee is exposed to varying weather conditions. Noise levels typical for this job are moderate.

This job description 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, nor is it intended to describe all duties someone in this position may perform. 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