

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. This position is funded by the Marion County Soil and Water Conservation District. Direct supervision will be provided by the Marion County SWCD's District Manager and Board of Supervisors. This is a hybrid position with fieldwork required and options to work both from home and an office for administrative tasks.

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.

JOB DUTIES:

- Provides technical assistance regarding soil erosion/sediment control and storm water quality management as requested by various units of City-County government and contractors.
- Reviews DPW project Stormwater Pollution Prevention Plans (SWPPPs) and inspects private and public construction sites for appropriate soil erosion sediment control and stormwater quality measures according to state and local requirements. Prepares reports and forwards notices of required actions for violations as set forth by the SWCD's Interlocal Agreement with the City of Indianapolis.
- Represents SWCD at appropriate DPW, BNS and DMD meetings when requested and maintains regular contact with City Stormwater Program Manager and program management staff.
- Assists with the local administration of state and federal mandated programs related to IDEM's Construction Stormwater General Permit (CSGP) and the City of Indianapolis NPDES Stormwater Permit.
- Assists other SWCD program areas as needed and assists outreach program with articles and at public presentations. More information about the SWCD's programs is on our website at www.marionswcd.org
- Periodically prepare and make training presentations to various entities as requested.
- Prepare annual plan of work items related to position for review by SWCD Board of Supervisors.
- Maintains data reporting management system and prepares quarterly progress report on CSGP compliance and SWPPP review activities. Assists with preparation of City's NPDES annual report.
- Periodically attends job-related training sessions and conferences to maintain certifications.
- 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 (CESSWI), Certified Inspector of Erosion and Sediment Control (CISEC) or other including CPESC or CPSWQ from EnviroCert. Ability to get certification within the first year of employment.
- 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.
- Ability to read and interpret detailed construction drawings/specifications and various technical reference manuals, and prepare detailed reports as required.
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- 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.
- 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 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, 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, at home 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.

EQUAL OPPORTUNITY EMPLOYER:

Marion County SWCD is an equal opportunity provider and employer.

TO INQUIRE ABOUT THIS JOB OPENING:

Send resume and cover letter to the following email address-serious inquiries only please:

marioncountyswcd@iaswcd.org