

**JOB DESCRIPTION**  
***URBAN RESOURCE CONSERVATIONIST***  
**BERKS COUNTY CONSERVATION DISTRICT**  
**GENERAL STATEMENT OF DUTIES**

The individual holding this position is a member of the Urban Team. This Team is responsible for implementing several state-delegated regulatory programs. Those programs include Chapter 92 (NPDES), Chapter 102 (Erosion Control), and Chapter 105 (Dam Safety and Waterway Management). In addition, the Urban Resource Conservationist is responsible for ensuring that the required output measures are achieved in accordance with the delegation agreements. The Urban Resource Conservationist is supervised by the District Manager.

**JOB DUTIES AND RESPONSIBILITIES**

**A. Primary Responsibilities**

1. Review Erosion and Sediment Pollution Control Plans to determine their compliance with the requirements of Chapter 102. Generate review letters as a part of the review process.
2. Conduct inspections of project sites to determine compliance with Chapters 102. Document site observations on official inspection reports.
3. Respond to complaints and document site observations using DEP forms.
4. Process permit applications under the Chapter 92, Chapter 102, and Chapter 105 programs.
5. Initiate and participate in enforcement proceedings.
6. Maintain files in accordance with delegated requirements.
7. Respond to requests for information, education, and technical assistance.
8. Assist with the Floodplain Management Program as per delegated requirements.
9. Assist the Watershed Coordinator/Environmental Educator with the annual Envirothon and Don Hartman Leadership programs.
10. Maintain a daily log of activities.

**B. Outreach**

1. Assist with the development and implementation of informational/educational programs as per the Chapter 102 and Chapter 105 delegation agreements.

**C. Training**

1. Attend periodic training programs as sponsored by the PA DEP and related agencies.
2. Pursue and maintain certifications applicable to the field of expertise.

## **D. Reports**

1. Quarterly reports to DEP for NPDES, 102, and 105 programs.

## **DISTRICT ACTIVITIES**

1. Provide monthly reports to BCCD Board of Directors.
2. Serve on BCCD committees as assigned.
3. Prepare newsletter articles or annual report summaries as requested.
4. Attend staff and other District meetings.
5. Participate in other BCCD activities as requested and/or approved by the Board of Directors or District Manager.

## **MINIMUM EDUCATION AND EXPERIENCE**

1. Bachelors Degree in Engineering, Environmental Science, or related subject.
2. One to three years of work experience preferred.

## **MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge in related coursework, including engineering skills related to land management and water control.
2. Ability to read and understand construction drawings and documents.
3. Ability to organize and prioritize effectively.
4. Ability to show initiative in completing tasks with minimal supervision.
5. Ability to communicate effectively both orally and in writing.
6. Public Speaking skills.
7. Ability to establish effective working relationships with various organizations, age groups, and education levels.
8. Working knowledge of basic computer operation and software.
9. Valid driver's license.
10. Ability to traverse difficult terrain, including woods, wetlands, pastures, and water.
11. Ability to work outdoors in a variety of seasons and weather conditions.
12. Willing to travel on local excursions and/or occasional overnight functions.

## **WORKING ENVIRONMENT**

Up to half of the work for this position is expected to be carried out in the field. This position description serves as a guideline for communication of the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed by the District Manager or the BCCD Board of Directors.