

Berks County Conservation District

Job Description

Position Title: Professional Engineer/Urban Resource Conservationist/Team Leader
Reports To: District Executive
FSLA Status: Exempt

Summary / Main Purpose of Job:

The **District Engineer and/or Urban Resource Conservationist (URC) and Team Leader** will oversee the Berks Co. Conservation District's (BCCD) Urban Team. The Urban Team is responsible for implementing several state-delegated regulatory programs. Those programs include Chapter 92 (NPDES), Chapter 102 (Erosion Control, Post Construction Stormwater Management (PCSM)) and Chapter 105 (Dam Safety and Waterway Management). In addition, the URC Team Leader is responsible for ensuring that the required output measures are achieved in accordance with the delegation agreements.

In addition to technical assistance, the Team Leader coordinates the Urban Staff to meet the mission and goals of BCCD. The Team Leader assists the District Executive in coordinating the programs with our cooperating agencies. The Team Leader mentors the staff, and provides program guidance. The Team Leader also prepares the monthly board and quarterly program reports for approval by the District Executive. If the selected person performs duties satisfactorily or better, there is potential for promotion to Urban Team Supervisor status.

Essential Duties, Tasks and Accountabilities:

District Engineer/Urban Resources Team Leader

- Oversee, train and mentor Urban team on Plan Reviews and Complaint Resolution:
 - ✓ Review erosion and sedimentation control plans for earthmoving activities.
 - ✓ Review and process NPDES Permits and 105 General Permit applications.
 - ✓ Professional Engineer will be required to perform duties according to the PCSM Delegation, some of which include technical review of PCSM plans, determine if PCSM plans meet standards and criteria outlined in PA Stormwater BMP manual, upon completion forward reviews to PADEP.
 - ✓ Plan reviews include technical checks for suitability of erosion and sediment control facilities utilizing the design standards of DEP.
 - ✓ Specifically look at erosion and sediment facility design information and placement, hydrology, soil limitation and uses, proposed grading, maintenance requirements, high quality and exceptional value watershed protection, and promotion of stormwater best management practices.
 - ✓ Hold engineering and planning meetings to discuss and resolve issues regarding plans and plan implementation.
 - ✓ Respond to and resolve erosion and sediment complaints and forward to the appropriate agencies.
 - ✓ Conduct the Chapter 105 and MS4 program.
- Oversee inspections and field implementation:
 - ✓ Inspect open construction sites for compliance with the Clean Streams Laws, Chapter 102, Erosion and Sediment Control.
 - ✓ Determine if construction activities are in compliance with the approved construction plan.
 - ✓ Seek voluntary compliance to resolve violations and, when needed, send sites in continued violation to enforcement; that is a preliminary hearing between a site permittee, the earthmover, DEP, and the Conservation District to discuss civil penalties for violations.
 - ✓ Hold pre-construction meetings to discuss plan, maintenance and inspection guidelines.
 - ✓ Issue earth disturbance inspection reports to resolve site violations.
 - ✓ Inventory and evaluate project sites.
 - ✓ Discuss problems, potential solutions and management options.
 - ✓ Complete necessary local, state and federal permit applications.
 - ✓ Submit cultural resources survey to the Pennsylvania Historical and Museum Commission.

- Administration and Reporting:
 - ✓ Submit monthly reports to the District Executive and the Conservation District Board of Directors.
 - ✓ Hold monthly Team staff meetings.
 - ✓ Prepare quarterly and annual reports to the DEP and the public.
 - ✓ Track complaints.
 - ✓ Represent the Urban Team at the Operations meeting
 - ✓ Maintain a GIS database for project tracking for the following programs 102, 105, MS4, and Dirt and Gravel Roads
- Education/Outreach and Special Environmental Projects and Financial Assistance:
 - ✓ Attend Engineer Workshops and Contractor/Earthmover workshops.
 - ✓ Attend monthly DEP training for erosion and sediment facility design, wetlands, NPDES permits, inspection techniques, and other programs.
 - ✓ Attend quarterly roundtable and consistency training session.
 - ✓ Speak to various interest groups (e.g., 4H, Boy Scouts, schools, etc.).
 - ✓ Publish news articles and handouts.
- Perform other duties and special projects, as required.

Qualifications / Requirements:

- **MINIMUM Three years of job-related experience.** Bachelor's degree from a four year college or university; or equivalent combination of education and experience will be required to be considered for the District Engineer/URC and Team Leader position.
- The District Engineer/Professional Engineer position will require a Civil Engineering degree or similar, professional license and extensive NPDES experience. ***Your application will not be accepted if these minimum requirements are not met.***
- Strong analytical and mathematical skills
- Ability to work outside in adverse conditions and traverse difficult terrain.
- Strong people and Team Building skills
- Basic management skills.
- Strong conflict resolution skills.
- Ability to work independently with minimal supervision.
- Strong attention to detail and excellent organization skills.
- Ability to train, mentor and assist other staff.
- A valid driver's license is required.
- GIS and Data Base knowledge
- NICET or CPESC certification highly regarded.
- Knowledge of Clean Streams law
- Knowledge of Department of Environmental Protection laws.
- Knowledge of the NPDES and PNDI programs.
- Familiar with the Erosion and Sediment Pollution Control Program Manual.
- Familiar with Watershed modeling.
- Knowledge and understanding of the mission and goals for the Conservation District

Computer Skills:

To perform this job successfully, an individual should have:

- Excellent Word skills
- Basic Excel skills
- Intermediate PowerPoint, GIS, GPS and CADD skills
- Intermediate Access skills
- Basic Outlook skills (Email and Calendar)
- Basic Internet skills

Physical Demands:

While performing the duties of this position, the employee is frequently required to stand; walk; sit; reach above shoulders or work with arms above shoulder height; bend at the waist or work bent at the waist; kneel, stoop, crouch or squat; push, lift or carry items; twist or rotate at the waist; drive a vehicle; talk or hear; and taste or smell. Occasionally, the employee will need to crawl; climb stairs; and deal with an uncommon level of noise. On rare occasions, the employee will need to operate machinery.

The special vision requirements listed for this position are:

- Close and distance vision
- Visual observation skills.

Work Environment:

- The noise level in the work environment is usually quiet.
- Will spend 50% of the time in the field, which may expose employee to severe weather conditions.
- Will spend 50% of the time in an office environment.

Other:

- Ability to work extended hours, as necessary.
- This position requires professionalism.