

WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

POSITION AVAILABLE

POSITION TITLE: URBAN PROGRAM SPECIALIST (Stormwater/Constuction Compliance)  
REPORTS TO: DIRECTOR  
JOB STATUS: FULL TIME, PERMANENT, NON-EXEMPT  
CIVIL SERVICE STATUS: UNCLASSIFIED  
SCHEDULED HOURS: 40 HOURS PER WEEK  
SALARY RANGE: \$25 to \$28/HOUR DEPENDING ON EXPERIENCE  
POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN FOURTEEN (28) CONSECUTIVE CALENDAR DAYS, BEGINNING APRIL 15, 2022.

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

[E-Mail](#) a completed Warren County application, along with a cover letter and resume to:

Sarah Mellon  
RE: Urban Program Specialist  
Sarah.mellon@co.warren.oh.us

The Warren County required application can be found on the Warren County website [HERE](#).

Applications must be received by 4:00 p.m. on May 13, 2022. This position is subject to a pre-employment drug screen and a background check (BCI).

The Warren County Soil & Water Conservation District is an equal opportunity employer.

# WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT POSITION DESCRIPTION

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**Position Title:** Urban Program Specialist

**Reports To:** Director and Board of Supervisors

**Status:** Full-time Limited Hours, Permanent, and Non-exempt.

**Probation:** 1 year

**Work Hours:** 8:00 am – 4:30 pm, Monday to Friday. Scheduled 40 hours per week

**Lunch:** ½ hour unpaid

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## **JOB RESPONSIBILITIES:**

Warren Co SWCD seeks a midlevel stormwater professional to implement the County Stormwater Regulations, County Earth Disturbing Permit and Municipal Separate Storm Sewer (MS4) program through administration, plan review, fee collection, permitting, field inspections, reporting, and enforcement. The Urban Program Specialist will provide technical assistance to landowners, consultants, engineers, units of government and other clients of the District pertaining to stormwater, drainage, erosion, conservation, and other natural resource subjects. Develop, organize, and implement various public outreach and educational offerings and events pertaining to stormwater, natural resources, and conservation topics.

## **QUALIFICATIONS:**

1. Completion of Associate or B.S. Degree in civil or environmental engineering, hydrology, stormwater, environmental science, or related course of study or 5+ years of training and work experience which indicates possession of the skills, knowledge and abilities listed below. Stormwater, construction and/or sediment and erosion control specific experience is favorable.
2. Ability to work a flexible schedule.
3. Excellent public relations and project management skills.
4. Ability to communicate effectively in both oral and written form.
5. Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint) and willing to learn new applications.
6. A valid Ohio driver's license.
7. Takes initiative, is dependable, and has strong motivation.
8. Goal oriented.
9. Enthusiasm for District programs.

## **ESSENTIAL FUNCTIONS:**

1. As part of the Warren Co SWCD Urban Team and per the OEPA Construction General Permit, implement the MS4 program by upholding the Warren County Stormwater Regulations, administering the Warren County Earth Disturbing Permit, performing stormwater pollution prevention plan review, obtaining operation and maintenance

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- documents, performing field inspections and enforcement, and maintaining timely communications with engineers, consultants, developers, and contractors.
2. Assist with the program development of the Warren County MS4 program.
  3. Assist landowners with natural resource management concerns, which may include stream bank stabilization, drainage, erosion, pond management, agricultural best management practices and other natural resource issues.
  4. Assist with the District's MD4 MCM 5: Post-Construction Runoff program. Assist with field inspections of post-construction stormwater control practices to determine compliance status. Work with responsible parties to achieve proper long-term maintenance and function.
  5. Assist with the District's Illicit Discharge Detection and Elimination program. Assist with field inspections looking for dry weather flows and potential pollution sources exiting the County and municipality owned storm sewer systems.
  6. Assist with the District's MS4 MCM 6: Good Housekeeping program. Manage and assist with updating facility stormwater pollution prevention control plans. Perform yearly facility inspections to ensure compliance. Create, plan and implement yearly education programming for MS4 owned facilities.
  7. Assist with the District's internship program. Assist with hiring, training, and directing work priorities for summer natural resource interns.
  8. Work with Warren Co Urban Team to provide stormwater education and outreach to partners and their constituents.
  9. Participate in local, regional, and statewide organizations, committees, and partner agencies that correspond with job duties and expertise.

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Work outside in inclement weather conditions, over uneven terrain with exposure to various and hazardous insects, plants, and animals.
  2. Attend meetings, seminars, and trainings inside and outside of normally scheduled work hours.
  3. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
  4. Continue education and training in field of employment.
  5. Perform other duties as required by the Director.
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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Personnel Policy Manual and District Work Rules and Policy Manual.**

**WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT  
POSITION DESCRIPTION**

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(Employee's Signature)

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(Date)

**Date Adopted:** January 23, 2020  
**Date Revised:** April 11, 2022