

Job Description – Geauga Soil and Water Conservation District

Job Title: *Technician Intern*

Reports To: District Director/Engineer

Pay Status: Non-Exempt

EEO Classification: Intern

Prepared By/Date: cms 3/8/18

Summary: The *Technician Intern* provides site inspections for construction sites, assists District staff with projects related storm water management, erosion and sediment control and other conservation related projects.

Essential Duties and Responsibilities

1. Implementation of the Geauga County Water Management and Sediment Control Regulations including:
 - a. Inspection of construction sites for compliance with plans and regulations
 - b. On-site meetings as needed with contractors and owners
 - c. Plan reviews as needed.
2. Assist with tours, field days, educational meetings, public information and related activities.
3. Assist and accompany staff on technical assistance site visits, stream quality monitoring, and storm water basin inspections.
4. Provide assistance with NPDES Phase 2 compliance requirements as directed by District Director. Activities may include educational/information materials, reports, inspections, research and meetings.
5. Other duties and responsibilities as directed by the District Director/Engineer.

Additional Requirements

1. Actively promote conservation initiatives and the mission of Geauga Soil and Water Conservation District.
2. Maintain working knowledge on current local, state and federal policies regarding wetlands, streams and Ohio EPA National Pollutant Discharge Elimination System Program.
3. Participate in the team process.
4. Maintain a safe driving record and current valid Ohio driver's license.
5. Knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to Geauga SWCD, ODNR-Division of Soil and Water Conservation, USDA-Natural Resources Conservation Services and other conservation organizations.
6. Attend meetings during and after regular business hours; attend meetings within and outside of the District as requested.
7. Pursue continuous education and professional development opportunities as identified and directed.
8. Provide assistance to individuals/public as requested without regard to race, religion, sex or national origin.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Bachelors Degree (B.S.) in conservation, natural resources or engineering related field or a college student at least two years into pursuing this degree; six (6) months related work experience; or within last 2 years of obtaining education listed above; or equivalent combination of education and experience.

Language Ability:

Ability to read and write instructions, correspondence and memos; ability to effectively present information in one-on-one and small group situations to customers, contractors, officials, and other employees of the organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

Knowledge and proficiency in using MS Office products (Word, Excel, PowerPoint, Publisher and Access) and ESRI Arc View GIS.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job the employee is frequently exposed to conditions normally encountered in an office environment and to outdoor elements as the work requires. The work involves moderate risks or discomforts requiring some special safety precautions; observance of safety rules and traffic regulations. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to talk and hear. The employee is frequently required to walk, stand, and sit; use hands to finger, handle and feel; occasionally required to reach with hands and arms, climb or balance. The work requires some physical exertion such as prolonged periods of standing, walking over rough uneven or rocky surfaces, bending, crouching, stooping, reaching or similar activities, occasional lifting of objects weighing up to 50 pounds. Specific vision abilities required for this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Competency

To perform this job successfully an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; collects and researches data; designs work flows and procedures.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs, requests for service and assistance.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills.

Written Communication - Writes clearly and informatively; presents numerical data effectively; able to read and interpret written information.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Professionalism - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.

Cost Consciousness – Works within the approved budget; tracks and conserves organizational resources; communicates financial information in an accurate and timely manner.

Team Work - Exhibits objectivity and openness to others' views; supports everyone's efforts to succeed.

Adaptability - Changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Innovation - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES.

Employee Signature: _____ Date: _____

Hiring Supervisor Signature: _____ Date: _____

This Position Description adopted by the Geauga Soil and Water Conservation District Board of Supervisors with a motion as recorded in the official minutes dated 3-8-18 of the Geauga Soil & Water Conservation District's official board meeting.