

CUYAHOGA SOIL & WATER CONSERVATION DISTRICT JOB DESCRIPTION (URBAN TECHNICIAN, PART-TIME)

POSITION TITLE:	Urban Technician (Part-Time)
REPORTS TO:	Deputy Director, Stormwater Programs
STATUS:	Part-time, Permanent, Unclassified, Non-exempt, Essential personnel
WORKING HOURS:	32 hours/week
WORK LOCATION:	Cuyahoga Soil & Water Conservation District- 3311 Perkins Ave., Suite 100, Cleveland, OH 44114 (includes field work throughout Cuyahoga County and limited remote work flexibility)
COMPENSATION:	\$20.00-\$25.00/hour; commensurate with experience, with full benefits (healthcare benefits through Cuyahoga County; annual, sick, and holiday leave; Ohio Public Employees Retirement System)
JOB SUMMARY:	The Part-Time Urban Technician is responsible day-to-day inspection of active construction sites and post-construction stormwater features, and associated compliance reporting. Urban Technicians represent Cuyahoga SWCD in assisting partner communities with regulatory requirements related to stormwater pollution prevention under Ohio's Municipal Separate Storm Sewer System (MS4) permit program.

JOB DUTIES & RESPONSIBILITIES:

- Perform daily inspections of municipal and Ohio EPA permitted sites, document site conditions and compliance activities in accordance with Ohio EPA's NPDES Construction General Permit (OHC000006) and standard specifications contained in the current edition of Ohio's Rainwater and Land Development manual
 - Approximately 75% of the Urban Technician's site work will be on active construction sites
 - Approximately 25% of the Urban Technician's site work will be on post-construction sites
- Prepare and deliver written reports, using mobile applications, for permitted sites
- Provide technical information and guidance to on-site contractors, consultants, property owners, and community officials regarding Stormwater Pollution Prevention Plans (SWP3s), Erosion & Sediment Control Plan implementation, stormwater Best Management Practices, standard operating procedures, conservation planning concepts, and Clean Water Act responsibilities



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- Maintain timesheets and reporting logs
- Attend trainings and other professional development events as assigned
- Maintain project files for assigned sites
- Log site and stormwater facility data into the District GIS database
- Assist with data entry and maintenance for Cuyahoga SWCD's contact management system
- Other duties as assigned

REQUIRED SKILLS & QUALIFICATIONS:

- Associate's degree or higher required. Bachelor's degree with a focus on Environmental Science, Natural Resources Management, Public Administration, or related field preferred. One (1) year of relevant work experience may be substituted for one (1) year earned toward an Associates or Bachelor's degree.
- This position requires the ability and willingness to work outdoors in the City of Cleveland and Cuyahoga County, throughout the year, and with a high degree of mobility
- Strong oral and written communication skills
- Ability to deliver accurate, timely and professional customer service, externally and internally in a manner that heightens the District's credibility and visibility
- Ability to work independently to organize, prioritize, adapt to change, and handle multiple assignments
- Ability to meet deadlines and possess a high degree of accuracy
- Ability to work both independently and as part of a team in a shared/open office environment
- Proficiency in natural resource conservation management practices and principles
- Working knowledge of local land use regulations, Clean Water Act, watershed management, and stormwater management at the local, State, and Federal levels, preferred
- Must be able to operate a motor vehicle, possess a valid driver's license, be insurable to operate government owned vehicles
- Able to work in variable weather conditions, traversing uneven terrain
- Able to lift 50 pounds
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook)
- Experience with GIS preferred
- CESWI, CPESC, Certified Flood Plain Manager, or other related professional certifications preferred
- Ability to work occasional evenings and weekends
- Must be willing to work, collaborate with, and provide services to District staff, partners, volunteers, members of the general public and others in a respectful manner regardless of sex, race, gender, sexual orientation, age, religion, or personal/political beliefs. This includes the use of preferred pronouns and names, when expressed.