

**Washington County Soil Conservation District**  
**Position Description**  
**Engineering Technician-Plan Reviewer**

A. Introduction

The employee will be a Regular Full-Time Employee. Funding for this position will be derived from the collection of fees for the District's Urban Program and the annual Washington County Budget.

B. Definition of Class

This is a salaried professional position with the Washington County Soil Conservation District (WCSCD), involving the administrative and technical review of Soil Erosion and Sediment Control Plans, Sensitive Area Reviews, Standard Erosion and Sediment Control Plan for Forest Harvest Operations, Standard Grading and Soil Erosion & Sediment Control Plan for Single Lot Single Family Residential Construction and Minor Earth Disturbances, Preliminary Consultations, Concept Plans, pond reviews for dam safety, etc. The work includes conducting Pre-Construction Meetings, Interim Water Quality Inspections, and Final Site Closeout Reviews (inspections) for development sites. The work includes field and office assignments, affording opportunity for exercise of independent planning, judgment, and technical decisions, under the supervision of the Urban Program Director and District Manager.

The position will assist landowners and agricultural producers with compliance of the Washington County Animal Husbandry Ordinance; this will include making site visits, assessing existing and potential environmental conditions related to the construction of structures to house animals, etc.

C. Duties

Applies knowledge of soil and water conservation principles, methods, and techniques in order to analyze and evaluate environmental conditions.

Applies public relations and communications skills.

Guides and assists individuals in planning and developing soil erosion and sediment control plans, considering such significant factors as, feasibility, adaptability, economic benefits, environmental aspects, and soil erosion and sediment control application and/or improvement.

Completes on-site evaluations of construction sites to assess effectiveness of proposed plans and practices.

Performs administrative and technical review of plans submitted under the District's Urban Program.

Prepares correspondence related to the District' Urban Program.

Fosters and maintains working relationships with all cooperating Local, State, and Federal departments and agencies.

Conducts Pre-Construction Meetings, Interim Water Quality Inspections, and Final Site Closeout Reviews (inspections) in accordance with a Memorandum of Understanding with the Maryland Department of the Environment.

Participates in periodic training sessions for the general public and/or the engineering community.

Attends all required training as directed by the District Manager or Urban Program Director.

Responds to inquiries from the general public, citizen groups, clients, and business organizations, by providing information, advice on service utilization, and by facilitating problem resolution.

Meets time sensitive deadlines and/or demands.

Prepares, collects, and files documents of the District's Urban Program.

Prepares written material, i.e., reports and memoranda for action by the Washington County Soil Conservation District.

Uses computer software and systems to accomplish required work.

D. Minimum Qualifications

Requires a twelfth grade education or equivalent and four (4) years experience in planning or engineering work related to soil and water conservation practices and principles, or a two (2) year degree in natural resource or engineering field and two (2) years related experience, or a bachelors degree in engineering or a related natural resource discipline and no related work experience; or any equivalent combination of education and experience.

E. Knowledge, Skills, and Abilities:

Knowledge of standard office practices and procedures.

Skill in operating word processing, databases, and peripheral equipment.

Ability to use various GIS applications to produce site maps.

Ability to acquire a thorough knowledge of Federal, State, and County rules, regulations, procedures, and functions, and to apply these to your work

Ability to work independently on a wide variety of technical tasks.

Ability to maintain complicated and/or multiple records and to prepare accurate reports.

Ability to exercise good judgment, courtesy, and tact in receiving office callers and in making proper disposition of problems.

Ability to communicate effectively, orally, and in writing.

Ability to establish and maintain effective working relationships with associates, supervisors, office staff, and the general public.

F. Supervisory Controls

Employee is under the direct supervision of the Urban Program Director and District Manager.

G. Guidelines

Employee will follow policies and guidelines of the WCSCD. Guidelines typically include Memoranda of Understanding, directives pertaining to technical, administrative, and clerical procedures, correspondence, manuals, filing systems, various Federal, State, and County laws, and computer manuals.

H. Work Environment

The work environment for this position will consist of both an indoor office environment, as well as, outdoor settings. The outdoor settings will be primarily active construction sites and sites being considered for development, farms, and rural landscapes. Outdoor work conditions will require the employee to traverse rough and broken terrain under various weather conditions. A valid state driver's license is required.

I. Time and Attendance

Employee work hours will be in accordance with District Employee Manual.

The WCSCD Board of Supervisors meets the second Wednesday of each month. Employee will be available to attend these meetings and other special meetings and events, as scheduled by the Board, Urban Program Director, and/or the District Manager. Special meetings and events may be scheduled outside normal work hours.

J. Training

Employee will participate in appropriate training programs as provided by the WCSCD.

K. Civil Rights Responsibilities

As the District's Engineering Technician-Plan Reviewer you will provide leadership and guidance to assure delivery of District programs and services are carried out without regard to race, color, national origin, religion, sex, age, marital status or handicap.