A.   Introduction

The employee will be a part-time District employee. Funding for this position will be derived from the collection of fees for the District's Urban Program and the annual County Budget.

B.   Definition of Class

This is an hourly professional position with the Washington County Soil Conservation District involving the technical review of fully engineered Soil Erosion and Sediment Control Plans, Plats for sensitive areas Standard Erosion and Sediment Control Plan for Forest Harvest Operations reviews, Standard Grading and Soil Erosion & Sediment Control Plan for Single Lot Single Family Residential Construction and Minor Earth Disturbances reviews , reviews of preliminary consultations, plats, etc. The work includes field and office assignments, affording opportunity for limited exercise of independent planning, judgment, and technical decisions, under the supervision of the Urban Program Director and District Manager.

After successful completion of a six month Introductory Period, the employee will be considered a Regular Part-Time Employee.

This position is considered an hourly position. The employee will be paid an agreed upon hourly rate for actual hours worked. There will be no other fringe benefits, such as, annual leave, personal leave, sick leave, or holiday pay, associated with this position.

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.

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

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

Prepares correspondence related to the District's Urban Program.

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

Conducts Pre-Construction Meetings, Interim Inspections, and Final Site Closeout Reviews in accordance with Memoranda 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 Urban Program Director or District Manager.

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 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 acquire and apply a thorough knowledge of Federal, State, and County rules, regulations, procedures, and functions.

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, 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 directives 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. 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 policy. An allowance of a 1/2 hour will be made for lunch.

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 District Urban Plan Reviewer, you will provide leadership and guidance to assure delivery of District programs and ensure services are carried out without regard to race, color, national origin, religion, sex, age, marital status, or handicap.

_____
Harry E. Strite, Chair

_____
Date