

Washington County Soil Conservation District
Position Description
Urban Planner

A. Introduction

The employee will be a Regular Full-Time Employee. Funding for this position will be derived from previously established District Engineer funding via Washington County Government included within our Annual County Budget and Class, as well as, the Sediment Class via our Urban Program.

B. Definition of Class

This is an salaried professional position with the Washington County Soil Conservation District (WCSCD) involving the 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, prerequisite Small Pond reviews for dam safety, etc. The work includes conducting Pre-Construction Meetings, Interim Water Quality Inspections, and Final Site Closeout Reviews (final inspections) for project sites. The work includes field and office assignments, affording opportunity for exercise of independent planning, judgment, and technical decisions, under the supervision of the District Manager and the Programs Technician/Office Coordinator.

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

The position will also assist the community, our conservation partners, the District Manager and the Programs Technician/Office Coordinator with Pollinator projects and other conservation related initiatives, as well as, programmatic/special project outreach, grant seeking, etc.

C. Duties

Applies knowledge of soil and water conservation principles, methods, and techniques 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, while considering such significant factors as feasibility, adaptability, economic benefits, environmental aspects, and soil erosion and sediment control compliance.

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

Performs technical review of plans submitted under the District's Urban Program, as well as, prepares correspondence related to the District's Urban Program, Washington County's Animal Husbandry Ordinance, and other conservation related initiatives.

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

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

Provides assistance to landowners and agricultural producers with compliance with the Washington County Animal Husbandry Ordinance with site visits and assessing existing and potential environmental conditions, manure recommendations, etc., all related to the housing of animals and associated construction of structures.

Provides assistance to the community, our conservation partners, the District Manager and the Programs Technician/Office Coordinator with Pollinator projects and other conservation related initiatives, as well as, programmatic outreach, grant seeking, etc.

Participates in periodic training sessions.

Attends all required training as directed by the District Manager or Programs Technician/Office Coordinator.

Responds to inquiries from the 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 Programs.

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 two (2) years' experience in planning or engineering work related to conservation practices and principles, or a two (2) year degree in natural resource, conservation, or engineering field, or a 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.

Ability to acquire and apply a thorough knowledge of Federal, State, and County ordinances, regulations, laws, 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.

Ability to communicate effectively, orally, and in writing.

Ability to establish and maintain effective working relationships with the District Manager, Programs Technician/Office Coordinator, District Board of Supervisors, Associate Supervisors, other staff, and the public.

F. Supervisory Controls

Employee is under the direct supervision of the District Manager and Programs Technician/Office Coordinator.

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, and various Federal, State, and County ordinances, regulations, and laws.

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 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's 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, District Manager, and the Programs Technician/Office Coordinator. 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 Urban Planner, you will provide 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.

Employee

District Manager