

**Clark County Soil and Water Conservation District
Position Announcement**

URBAN CONSERVATION SPECIALIST

General Job description:

This employee will be the primary coordinator and liaison for the Clark County SWCD's responsibilities in assisting the MS4 communities of Jeffersonville, Clarksville, Sellersburg and urban fringes of Clark County to meet their National Pollution Discharge Elimination Permit (Rule 13) obligations. Duties will include but are not limited to: Providing technical assistance to units of government and developers in the form of pollution prevention plan reviews and site inspections; conducting educational and public participation activities, and communicating and maintaining good working relationships with the MS4 communities.

Required Knowledge, Skills, and Abilities:

A Bachelor of Science degree in environmental science or other natural resources related degree is preferred. Applicants with professional experience in the stormwater management, water quality, erosion and sediment control, agronomy or natural resources management will be considered.

Candidate must be able to work effectively with other stakeholders involved with the stormwater program, including representatives of IDEM, Town and City governmental agencies, engineering consultants, the development community and the general public. Technical knowledge of urban/suburban stormwater and drainage issues, erosion and sediment control, general knowledge of site development and construction and an understanding of stormwater regulations is desired although not essential. A valid driver's license is required.

Work hours:

This is considered a temporary full time position. Because of the nature of this position, the work schedule is irregular and will include some evening and weekend hours. Normal business hours are between 8:00 a.m. to 4:30 p.m.

Travel and Transportation:

Applicant must have reliable transportation. The position will require traveling within the Clark County area. Mileage reimbursement (at the current Clark County rate) will be provided.

Duties:

The following duties will be performed in a timely manner and according to the schedule set out in the MS4 Phase II implementation plans. Furthermore the duties will be performed for all of the MS4 communities, including Jeffersonville, Clarksville, Sellersburg and the MS4 area of Clark County:

1. Public Education and Outreach:
 - Oversee development and presentation of the programs for target audience/neighborhood meetings regarding the MS4s' Stormwater Program.
 - Coordinate and implement continuation of the existing Storm Drain Marking Program within the MS4 area.
 - Make available the SWCD Community Guide and assist in development of biannual newsletters focusing on aspects of the communities' Stormwater Program

- Assist with the creation of a public survey to assess the public's awareness of storm water quality issues.
 - Oversee the development and distribution of an Earth Day exhibit for each MS4 community.
2. Public Participation and Involvement:
 - Assist the communities in developing their Public Participation Plan.
 - Assist in developing a stormwater complaint hotline procedure and develop a web form to be added to the stormwater web page.
 3. Illicit Discharge and Elimination:
 - Report any illicit discharges observed during routine construction/post construction site inspections.
 - Oversee development of web page content to educate the public about practices that they can implement to minimize stormwater pollution
 4. Construction Site Storm Water Run-off Control:
 - Review stormwater pollution prevention plans within 10 working days of receipt and notify MS4 communities within 2 days of when the plans are approved.
 - Develop and utilize an Erosion Protection and Sediment Control (EPSC) inspection checklist.
 - Inspect all permitted construction sites after the perimeter erosion and sedimentation practices are installed. Inspections of active construction sites will be performed on a regular basis, and as needed until the project is certified complete.
 - Report all site inspections and their results as outlined in Rule 13 within 2 days of the inspections to each MS4 community, unless remedial or enforcement action is needed due to a violation. In the case of a violation, the inspection report will be provided to the MS4 community immediately so that enforcement action may be taken.
 - Perform follow-up site inspections and assist in coordination efforts needed for corrections mandated by enforcement actions of the MS4 communities.
 - Assist in establishment of a program to register "trained individuals" (as defined by Rule 5).
 - Develop an EPSC training program for the Construction/Development Community, and work with the MS4 communities to implement the program.
 5. Post Construction Storm Water Run-Off Control:
 - Assist in activities related to on-going characterization of sensitive areas by evaluating soil survey and topographic data.
 - Review stormwater pollution prevention plans within 10 working days of receipt and notify the MS4 communities within 2 days of when the plans are approved.
 - Develop and utilize a post-construction BMP inspection checklist.
 - Inspect all permitted construction sites when active construction is complete to ensure post-construction BMPs are properly installed (for completion of Notice of Termination). Report all site inspections as required in Rule 13 within 2 working days of the inspection to the MS4 community, unless violations are found, in which case they are to be reported immediately.
 - Perform follow-up site inspections and assist in coordination efforts needed for corrections mandated by enforcement actions of the MS4 communities.

- Develop a post-construction training program for the Construction/Development Community, and work with MS4 communities to implement the program.
6. Pollution Prevention and Good Housekeeping:
 - Oversee development of web page content to educate the public about practices that they can implement to minimize stormwater pollution
 7. Reporting and Records Retention
 - Provide a quantifiable annual report on all activities associated with the MS4 communities' Stormwater Program at least two weeks prior to their annual reports being due to IDEM.
 8. Other Duties
 - As assigned by the Clark County SWCD Board of Supervisors.

Equal Opportunity and Civil Rights:

All duties will be performed in a manner that consistently demonstrates fairness, cooperation, and respect for coworkers, clients, office visitors and all others in the performance of official business.

Communication and Customer Service:

Oral and written communications will be clear, correct, timely and presented in an understandable manner. Technical assistance provided will be timely, responsive and accurate. Supervisors and coworkers will be informed of difficult and/or controversial issues and unique problems. Action will be taken to effectively resolve problems before they have an adverse impact on the organization, the MS4 communities, the county, or other employees.

Supervision and guidance:

The employee will be supervised by the SWCD Executive Director with policy and other guidance set by the Clark County SWCD Board of Supervisors. Technical training will be provided by the technical staff, including the NRCS District Conservationist, the ISDA Resource specialist and IDEM Stormwater Specialist.

To apply:

Submit resume with cover letter highlighting applicable experience and any other specialized skills relevant to listed qualifications by close of business August 29, 2008. Please include the name, address and phone number of three references. Interviews will be scheduled during the first two weeks of September with a target start date of September 15, 2008.

E-mail cover letter and resume in MS-Word format to: melanie.davis@in.nacdnet.net

OR

Mail cover letter and resume to:
Clark County Soil and Water Conservation District
9608 Highway 62, Suite 2
Charlestown, IN 47111

Selection prohibits discrimination on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation and marital or family status.