

PLEASE POST !!!

**OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**21 HEAD RESOURCE CONSERVATIONIST – CONSERV. DISTRICT**  
**\$54,804.69/yr. – 40hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 08/01/2024

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

### CLASSIFICATION TITLE: HEAD RESOURCE CONSERVATIONIST

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to oversee the conservation of soil and water resources in compliance with local, state and federal codes and ordinances, including supervising staff, plan and permit review, code enforcement, site inspections, training and education, and other department administrative duties.

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes and prioritizes department workload; makes work assignments and develops work schedules; monitors status of work in progress; inspects completed work; troubleshoots problem situations and provides technical expertise.

Reviews construction plans and soil and water permits; conducts pre-application meetings; receives and reviews plans and permits for completeness and compliance with established codes and ordinances; identifies potential problems; makes recommendations regarding solutions and appropriate soil and water conservation measures; answers questions; provides technical information and expertise; approves or denies permits.

Applies and ensures compliance with federal, state, and local codes, ordinances, laws, rules, regulations, specifications, standards, policies and procedures regarding storm water management, soil erosion control, and sedimentation control or other environmental issues; researches code-related issues as needed; initiates any actions necessary to correct deviations or violations.

Develops, administers or reviews policies, technical documents and regulations, cooperative agreements, environmental studies and updates, municipal ordinances, etc.; drafts new or revisions of existing ordinances.

Conducts site inspections and complaint investigations; ensures compliance with applicable ordinances, subdivision regulations, established specifications, and approved construction plans; ensures that all environmental control and management measures are in place and maintained; determines environmental constraints, wetland status, etc.

Evaluates sites in violation of environmental codes and regulations; prepares enforcement documents; schedules and conducts related conferences and meetings; calculates and negotiates penalties; testifies in court and at administrative hearings as needed.

Provides training and education regarding environmental conservation programs and regulations; provides technical assistance and guidance to a variety of constituencies, including County officials and staff, municipalities and cooperating agencies, outside organizations and the general public; provides background and technical information for environmental and planning studies; writes newsletter articles and updates website content; makes presentations and conducts education programs.

Responds to open records requests for the department; tracks requests and responses; researches and provides documents in accordance with applicable local, state and federal open records laws.

Develops and implements short and long range plans, goals and objectives for the department; develops and implements policies, procedures and standards; investigates and implements resource conservation activities through planning, tax assessment, zoning, real estate transactions or other means; ensures department work activities are in compliance with all applicable laws, codes, rules, regulations, standards, policies and procedures.

Manages department financial resources; develops and implements departmental budget; monitors expenditures to ensure compliance with approved budget; writes funding grants; administers grants awarded to the department and prepares required reports.

Prepares or completes various forms, reports, letters and correspondence, employee performance evaluations, enforcement documents, meeting agendas, logs and check lists, plan reviews and summaries, inspection reports, photographs, newsletter articles, press releases, fee schedules or other documents.

Receives various forms, reports, letters, email and other correspondence, permit applications, notices of termination, checks, permits, water quality data, chemical analysis, soil test results, plan drawings, leave requests, photographs, meeting minutes, policies, procedures, manuals, directories, reference materials, codes, regulations, ordinances, laws, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, elected and appointed officials, students, technical professionals, property owners, attorneys, homeowners' associations, the media, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in engineering, environmental resource management, environmental science or related field; supplemented by five (5) years of progressively responsible experience in watershed management, land use planning, interpreting and enforcing environmental codes, environmental education, construction inspection or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, disease, pathogenic substances, or rude/irate customers.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.