
Position: Urban Technician

Application Period: April 17 – May 9, 2018

Location: Cuyahoga Soil & Water Conservation District, 3311 Perkins Avenue, Cleveland 44114

Employment Status: Full-time – Non-Exempt

Overall Responsibilities: The Urban Technician is an entry-level position who will be responsible for day to day inspection of active construction sites, post-construction stormwater management practices, and reporting to assist communities with regulatory compliance of pollution prevention measures.

Primary Duties and Responsibilities: (75%)

- Perform daily inspections of municipal and Ohio EPA permitted sites, document site conditions and compliance activities in accordance with Ohio EPA's NPDES permit (OHC000005) and standard specifications contained in the current edition of Ohio's Rainwater and Land Development manual
- Prepare and deliver written reports for permitted development/redevelopment sites and landowner site visits
- Provide technical information to on-site consultants, contractors, and community officials regarding standard operating procedures, conservation planning concepts, and Clean Water Act responsibilities
- Other duties as assigned

Administrative Duties: (25%)

- Assist with Stormwater Program Manager with educational initiatives aimed at community stakeholders
- Maintain timesheet and reporting logs
- Attend trainings as assigned
- Coordinate with Stormwater Program Manager to maintain files as required
- Other duties as assigned

Position Requirements or Qualifications: A minimum of an Associate Degree (or the equivalent in education or on-the-job training) from an accredited university in natural resources, environmental science, construction management, landscaping, or closely related field.

Hours of Work: 8:00 a.m. to 4:30 p.m. Monday thru Friday, with one half hour (unpaid) lunch

Essential Functions: This position requires the ability and willingness to work outdoors within the City of Cleveland and Cuyahoga County, throughout the year, and with a high degree of mobility

- Employee must be able to operate a motor vehicle, possess a valid driver's license, be insurable to operate government owned vehicles, be able to lift 50 pounds
- Must be proficient in the use of computers and Microsoft Office
- Excellent interpersonal skills; ability to work with a wide variety of personalities
- Ability to organize, prioritize, adapt to change, and handle multiple assignments
- Ability to meet deadlines and possess a high degree of accuracy
- Ability to work both independently and as part of a team
- Ability to deal with the public and staff with tact, courtesy, and diplomacy
- Must be able to work occasional evenings and weekends
- Must be comfortable working in a shared office environment
- Commitment to the Cuyahoga SWCD's mission, principles and values

Compensation: Salary range \$40,000-\$43,000, commensurate with experience and organizational budget; full benefits package including paid vacation and sick/personal leave, medical insurance, life insurance, Ohio Public Employees Retirement Plan, and other benefits.

Application: Submit cover letter and resume to: Beysenbach@cuyahogawcd.org; no phone calls please.

Deadline for application: Wednesday, May 9, 2018 or until filled

Posted: April 18, 2018

Equal Employment Opportunity: All programs and services provided by the Cuyahoga Soil and Water Conservation District are available to everyone without regard to race, color, sex, religion, national origin, age, handicap, or marital status.