

CLASSIFICATION SPECIFICATION
LORAIN COUNTY BOARD OF COMMISSIONERS
 An Equal Opportunity Employer

TITLE: Stormwater Technician
CLASS NO.:

JOB RESPONSIBILITIES: Under general direction, within the Community Development Department, assists the Community Development Director with all matters relating to Stormwater Management District and planning; maintains related to District expenses; serves as liaison on behalf of District; etc.
Performs other related duties as required

QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):

Completion of bachelor’s degree in construction management, environmental studies, urban studies or related discipline, plus three (3) years of experience in environmental management, urban planning, etc. with emphasis on storm water management preferred, or an equivalent combination of knowledge, skills, and abilities to perform the essential functions of the position. Experience with GIS software applications preferred.

LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS: Must possess a valid State of Ohio driver’s license and maintain continuing eligibility for coverage under the existing vehicle insurance policy held by the County.

% OF TIME	ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)	KNOWLEDGE, SKILLS, AND ABILITIES: (Minimal necessary to perform duties) [*Indicates developed after employment]
15-20%	1. Coordinates projects with residents, local communities, and partner organizations (e.g., Lorain County Engineer, Northeast Ohio Regional Sewer District, etc.) to facilitate stormwater management within Lorain County; etc.	1. Knowledge of (a) safety practices and procedures, (b) regulations related to storm water management, (c) department policies and procedures,* (d) storm water control measures, (e) basic construction management, (f) mathematics, (g) government structure and legislative process, (h) GIS software; skill in (j) computer operation, (k) use of modern office equipment, (l) operation of motor vehicle; ability to (m) deal with problems involving several variables within familiar context, (n) define problems, collect data, establish facts, and draw valid conclusions, (o) exercise independent judgment and

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15-20%	2. Maintains records related to the expenses of the Lorain County Stormwater Management District (e.g., reimbursement data; coordinates contract payments; etc.).	1. (continued) discretion, (p) communicate effectively, (q) develop and maintain effective working relationships, (r) travel to and gain access to work sites. 2. Knowledge of (c),* (f), (s) office practices and procedures, (t) records management; skill in (j), (k); ability to (m), (n), (o), (u) prepare accurate documentation.
10-20%	3. Researches grant/funding opportunities for District; prepares and submits grant applications; communicates with county and external agencies such as regarding grant monies/programs; prepares paperwork; answers questions regarding grants; develops and implements fiscal and performance reporting procedures; ensures grant recipients comply with such procedures and reporting requirements; etc.	3. Knowledge of (b), (c),* (f), (g), (s), (t), (v) grant writing/grant administration procedures;* skill in (j), (k); ability to (m), (n), (o), (p), (q), (r).
10-15%	4. Serves as a liaison between District and public/outside entities (e.g., trains local public service employees in the aspects of stormwater control fields; answers questions and concerns regarding stormwater management related issues with county residents; maintains electronic communication methods such as website, email notifications, and Facebook page to disseminate information; etc.).	4. Knowledge of (b), (c),* (g), (x) social media;* skill in (j), (k); ability to (m), (n) (o), (p), (q), (r).

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5-10%	5. Conducting inspections of post-construction Stormwater Control Measures (SCM) by taking field observations of those installed practices. These inspections result in reports being generated and distributed to those individuals responsible for maintenance. According to the National Pollution Discharge Elimination System (NPDES) permit, inspections of mandatory SCMs are required for compliance requirements.	5. Knowledge of (a), (b), (c),* (g), (h), (u); skill in (j), (k); ability to (m), (n), (o), (p), (q), (r).
5-10%	6. Reviewing of and contributing to construction plans for projects paid for by the Stormwater Department, grants and private industry under local, state and federal permitting requirements.	6. Knowledge of (a), (b), (c),* (g), (h), (u); skill in (j), (k); ability to (m), (n), (o), (p), (q), (r).
5%	7. Maintaining appropriate records of inspections, right-of-entry agreements and any other pertinent documentation created from inspections and projects. This aspect of the position is also vital to maintaining compliance to the NPDES permit.	7. Knowledge of (a), (b), (c),* (g), (h), (u); skill in (j), (k); ability to (m), (n), (o), (p), (q), (r).
5-10%	8. Performs other duties as assigned.	

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