



## JOB DESCRIPTION **Resource Conservationist**

GENERAL STATEMENT OF DUTIES: The individual holding this position is a member of the E&S department. The E&S department is responsible for implementing several state-delegated regulatory programs. Those programs include Chapter 92 (NPDES) and Chapter 102.4(b) (Erosion Control). This position is classified as an at-will exempt position and reports to the E&S Program Manager.

### JOB DUTIES AND RESPONSIBILITIES

#### A. Primary Responsibilities

1. Review Erosion & Sediment Pollution Control Plans to determine their compliance with the requirements of Chapter 102. Generate review letters as a part of the review process.
2. Conduct inspections of project sites to determine compliance with Chapter 102. Document site observations on official inspection reports.
3. Respond to complaints and document site observations using DEP forms.
4. Process permit applications under the Chapter 92 and Chapter 102.4(b) programs.
5. Initiate and participate in enforcement proceedings.
6. Maintain files in accordance with delegated requirements.
7. Respond to requests for information, education, and technical assistance.
8. Maintain a daily log of activities.

#### B. Outreach

1. Assist with the development of two (2) informational/educational programs per calendar year for the Chapter 102 delegation.

#### C. Training

1. Attend periodic training programs as sponsored by the PA DEP and related agencies.
2. Obtain computer training as needed in order to generate desired or required output.

#### D. Reports

1. Record for and deliver to the E&S Department Manager the appropriate information required for the DEP Chapter 92 and 102.4(b) program quarterly reports.

### DISTRICT ACTIVITIES

1. Serve on LCCD committees as assigned.
2. Prepare newsletter articles or annual report summaries as requested.
3. Attend staff and other District meetings.
4. Participate in other LCCD activities as requested and/or approved by the Board of Directors or District Administrator.



This job description has been designed to indicate the general nature and level of work performed by employees in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required of employees assigned to this position. This job description is subject to change, but remains in effect until superseded or canceled in writing by the District Manager. Employees of Lancaster Conservation District are required to maintain the confidentiality of the private and protected information of Board members and coworkers, vendors and our clients including: personal identifiers, financial and medical information, passwords, and electronic signatures. Employees will be held personally responsible for safeguarding this information and are required to sign and adhere to the LCCD CONFIDENTIALITY AND INFORMATION SECURITY AGREEMENT as a condition of employment.