

## UNION COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:           EROSION & SEDIMENT  
  POLLUTION CONTROL TECHNICIAN**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to monitor erosion and sediment pollution in County surface water, to review related permits, and to respond to related complaints.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Reviews erosion and sedimentation control plans for compliance with specifications and applicable regulations; conducts research regarding boundaries, buffers, special conditions, restrictions, placement of erosion control structures, storm water run off, etc.; communicates needed revisions to appropriate parties; maintains files regarding review activities.

Conducts field inspections of erosion/sedimentation control practices and sites in need of remediation; inspects landscaping, erosion control structures, vegetation, etc.; ensures all vegetation and structures conform with established best management practices for minimal land-disturbing activities; maintains photo logs and files regarding inspection activities.

Receives and responds to complaints regarding erosion/sedimentation problems; investigates complaints; provides information and technical assistance as needed; maintains related documentation.

Prepares or completes various forms, reports, correspondence, charts, spreadsheets, approval and denial notices, inspection reports, or other documents.

Receives various forms, reports, correspondence, logs, erosion control plans, complaints, policies, procedures, directories, reference materials, architectural drawings, rules and regulations, codes and ordinances, laws and statutes, program manuals, maps, or other documentation; reviews, completes, proofreads, processes, forwards or retains as appropriate.

Communicates with supervisor, County employees, engineers, architects, surveyors, excavators, regulatory agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive and current knowledge of applicable laws, regulations, and standards; maintains an awareness of erosion and sediment control methods, materials, inspection practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## ADDITIONAL FUNCTIONS

Answers office telephone, takes and relays messages, provides information to callers or refers to appropriate person or agency.

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in Environmental Science, Agriculture or related field; supplemented by two (2) year(s) of experience in erosion and sediment control 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 apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**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, and/or advisory 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 rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks may involve walking on uneven terrain.

**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, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, animal/wildlife attacks, animal bites, disease, or pathogenic substances.

*Union 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.*