

Antrim Conservation District (ACD)

Position Description

Job Title: Soil Erosion Officer

Classification: Non-Exempt/Hourly Part Time Temporary

Revised: March 2023

Position Summary: This is a Part Time Temporary position responsible for assisting with the day-to-day operations of the ACD Soil Erosion Office. The primary responsibility of this position is to provide support for the enforcement of the State of Michigan and Antrim County's Soil Erosion and Sedimentation laws in protecting the soil and water quality of Antrim County.

Primary Responsibilities/Essential Functions of the Position:

1. Review soil erosion applications for completeness and compliance with all state and county laws.
2. Management of soil erosion permit fees and maintenance of permit files.
3. Engage with landowners cooperatively when enforcing proper measures for the protection of soil and water.
4. Assist contractors with soil erosion permit application questions.
5. Maintain any position-related certifications or licensing.
6. Keep Executive Director informed of work actions taken, trends in scope of work and issues in which the district may have an interest.
7. Keep abreast of all federal, state, and local laws that affect soil erosion and sedimentation work within the district.
8. Assume responsibility and exercise initiative in furthering soil erosion programs.
9. Participate in public speaking opportunities regarding soil erosion and sedimentation work within the district.
10. Attend training sessions with approval by the Executive Director.
11. Promote conservation practices within the community.
12. Maintain daily contact with the Executive Director and notify them of any change in schedule regarding leave or other absence circumstances.
13. Maintain basic knowledge of ACD service and program guidelines.
14. Maintain a cooperative relationship with natural resource agencies operating within the district.
15. Assist with educational conservation programs to schools, groups and agencies.
16. Assist State, Federal and local government with conservation needs as appropriate.
17. Participate in developing ACD annual and long-range plan of work.
18. Perform other program duties as requested by the Executive Director.

Supervision: This position is the direct responsibility of the ACD Board of Directors. Day-to-day supervision by and report to the Executive Director.

Education, Licenses, Certifications and Experience:

- Ability to obtain current Construction Storm Water Operator (CSWO) Certification within 30 days of hire
- Ability to obtain current Soil Erosion and Sedimentation Control Plan Review and Design Certification within 30 days of hire
- 2-4 years' experience and/or education involving natural resources, biology, geology or other related areas

Knowledge, Skills and Abilities:

- Effective communication skills, both verbal and written
- General knowledge of office equipment and ability to operate computer software programs

Hourly wage rate: \$16-18 depending on experience

Physical Responsibilities: This position requires frequent standing, walking, walking on uneven surfaces, carrying, pushing, bending, kneeling, reaching, twisting, turning and repetitive movement, and lifting up to 50 pounds, with occasional lifting above 50 pounds.

The above statements are intended to describe the general nature of the work being performed by the individual assigned to this position. This is not an exhaustive list of all the duties and responsibilities, and essential functions of the position. Employee must be able to perform the essential functions of the position with or without a reasonable accommodation. ACD reserves the right to amend the responsibilities and essential functions of this position to meet organizational needs as necessary.

Employee Signature

Date

Employee Printed Name

Executive Director Signature

Date

Executive Director Printed Name