



**SENECA CONSERVATION DISTRICT**  
**Ditch Maintenance Technician**  
Job Description & Responsibilities

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**Provide Technical Assistance for Ditch Maintenance Program:**

1. Assist with annual inspections on drainage ditches and tile under ditch maintenance by June 1<sup>st</sup> of each year in accordance with Section 6137.06 of the O.R.C. with the Senior Ditch Maintenance Technician.
2. Assist with determining work needed to maintain drainage structures, to what extent, estimate cost and create work order or other required administrative documentation of inspections with the Senior Ditch Maintenance Technician.
3. Assist with annual spraying of ditches with the Senior Ditch Maintenance Technician.
4. Keep digital, geographic records of work completed and hours worked.
5. Oversee preventative maintenance and responsible use of all Ditch Maintenance equipment.
6. Respond timely to all landowner questions on Ditch Maintenance, either with a field visit or file research.
7. Assist in preparation of the Annual Collection Report for Assessments with the Finance Assistant and/or Financial Coordinator.
8. Design crossings, erosion control structures and other site specific solutions, as requested.
9. Stay abreast of technology, regulations, efficiencies and/or solutions that impact the program and its landowners.
10. Use AutoCAD, ArcGIS, PracticeKeeper, QuickCapture and other SCD programs to research, record and complete projects with efficiency and accuracy.
11. Visit job sites to verify work completed by contractors with the Senior Ditch Maintenance Technician.

**Coordinate Drainage Improvements with Village, Township & County Officials:**

1. Assist township trustees, county engineer and local contractors with drainage projects.
2. Assist with requests for sizing and design quantities for drainage structures.
3. Provide outreach and education assistance to further the conservation mission in areas of job expertise, using proven social science approaches, with authenticity.

**Drainage Assistance to Landowners:**

1. Coordinate visits to land(s) in Seneca County that need drainage assistance, when voluntarily requested by owner or operator.
2. Use ArcGIS, and other SCD programs to assist the completion of projects with efficiency and accuracy.
3. Assist with requests for historical data such as aerial maps, watershed maps, LIDAR maps and other information pertaining to projects on file to landowners and operators.

**Floodplain Technical Assistance for Seneca County:**

1. Receive and respond timely to all floodplain permit applications, according to Seneca County Floodplain Regulations.
2. Accurately administer Seneca County Floodplain Regulations, not including the areas of Tiffin and Fostoria city.
3. Provide outreach and education to Seneca County landowners to inspire compliance and awareness of Seneca County Floodplain Regulations.



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4. Serve on the Seneca Regional Planning Commission Plat Review Committee to oversee accurate administration of Seneca County Floodplain Regulations during property transfers.
5. Attend conferences and current events to advise county officials on needed updates or administration of Seneca County Floodplain Regulations.

#### **Assist in other District programs, including but not limited to:**

1. Pollution Abatement Program
2. Nutrient Management Plans program
3. Rental Equipment Program
4. Proving Ground Farm Annual Activity Plan
5. Special Initiative or Grant programs
6. Education programs
7. Outreach programs

#### **Required Skills to Maintain:**

1. Ability to work independently with detail-oriented approaches
2. High level of personal and digital organization
3. Excellent communication skills
4. Detail-oriented record keeping experience
5. Ability to obtain a Commercial Pesticide Applications license in Ohio

#### **Additional Responsibilities:**

1. All duties and actions taken by the occupant of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably of the Seneca Conservation District.
2. Exude the values, carry out the mission and work towards the vision of the Seneca Conservation District, at all times.
3. Operate all SWCD/NRCS equipment or vehicles in accordance with operating instructions, equipment specifications and Federal and State safety laws.
4. Provide blog posts, newspaper articles and social media content, in regards to program accomplishments and landowner assistance.
5. Accurately report projects completed, enter timecode details for each hour worked and request/record leave into state Beehive program, or alternative, designated time management tracking system.
6. Be alert to potentially unsafe activities and take immediate steps to warn those involved to employ safe methods of operation and/or use.
7. Provide assistance to the public in a non-discriminatory manner (i.e. with regard to Equal Employment Opportunity, Civil Rights, and Sexual Harassment concerns)
8. Understand other duties and responsibilities not mentioned will evolve. The Board of Supervisors does not hold this job description to be "all encompassing" and maintains the right to develop other areas of responsibility, as deemed necessary.

#### **Supervision:**

This position is under the daily supervision of the District Administrator, with Professional



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Engineering experience under the Seneca County Engineer. Additional assignments and duties will be provided by the District Administrator, Ditch Maintenance Department and the District Board of Supervisors. It is understood that training plans will be developed which reflect job requirements and training needs. The employee will participate in training opportunities that are provided for this position.

#### **Performance Review:**

The performance of each duty in this position will be evaluated against the requirements developed for the position. A formal performance review will be conducted annually with the District Administrator as described in the approved Employment Policy. The employee's performance rating is an overall evaluation of performance in the judgment of the employee's supervisor(s). During this review, career opportunities, salary advancements and items concerning professional growth and employment are discussed.

The employee understands when he/she accepts the above as the description of their position, he/she is expected to carry out the under said duties to the best of their ability. It is also expected that he/she understands this position is offered on a non-discriminatory basis without regard to race, color, religion, sex, age, national origin, marital status, disability or political affiliation.

#### **Adopted:**

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Ditch Maintenance Technician

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Date

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District Administrator

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Date

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Chairman, Board of Supervisors

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Date