



SENECA CONSERVATION DISTRICT

Engineering Technician

Job Description & Responsibilities

Provide Technical Assistance for Ditch Maintenance Program:

1. Assist with annual inspections on drainage ditches and tile under ditch maintenance by June 1st of each year in accordance with Section 6137.06 of the O.R.C.
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.
3. Organize and coordinate work orders with contractors to complete the required maintenance work on ditches and tiles in a timely, yet farmer-friendly, seasonal manner.
4. Design crossings, erosion control structures and other site specific solutions, as requested.
5. Stay abreast of technology, regulations, efficiencies and/or solutions that impact the program and it's landowners.
6. Use AutoCAD, ArcGIS, PracticeKeeper, QuickCapture and other SCD programs to research, record and complete projects with efficiency and accuracy.

Provide Engineering Design Assistance:

1. Coordinate wetland design and construction for Seneca County landowners
2. Design and consult on group drainage situations
3. Assist with floodplain management and storm water retention and detention project consulting

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 digital data such as watershed, drainage patterns, ownership, pertaining to projects
3. Assist with requests for sizing and design quantities for drainage structures
4. Provide outreach and education assistance to further the conservation mission in areas of job expertise, using proven social science approaches, with authenticity.

Oversee Geospatial Library

1. Maintain data library & project library
2. Create and manage ArcGIS Online library
3. Assist with mapping needs from all SCD programs

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

1. Proving Ground Farm Annual Activity Plan
2. Special Initiative or Grant programs
3. Education programs
4. Outreach programs
5. Rental Equipment program

Required Skills:

1. Ability to work independently with detail-oriented approaches
2. High level of personal and digital organization
3. Experience in AutoCAD, ArcGIS, and design spreadsheets
4. Experience with mobile computing and surveying equipment
5. Excellent communication skills
6. Detail-oriented record keeping experience

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 Soil and Water Conservation District.
2. Exude the values, carry out the mission and work towards the vision of the Seneca Conservation District, at all times.



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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 takes 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 Team Leader, with Professional Engineering experience under the Seneca County Engineer. Additional assignments and duties will be provided by the Team Leader, Business Leader 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 Leadership Team, 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:

Engineering Technician	Date
Team Leader	Date
Chairman, Board of Supervisors	Date