

**Open to the Public
As of June 19, 2018**

Green Infrastructure Asset Technician

Primary Function

This position performs a variety of field and office work necessary to ensure compliance with the City's Stormwater Management Ordinance, Green Infrastructure Plan, and state and federal water quality requirements. The position provides inspection and enforcement including managing caseload, coordination of initial and follow-up investigations and functions as the key staff person in the field for the geographical implementation of the City's Stormwater program, and for obtaining prosecution and/or legal settlement of stormwater management code violations.

Salary: \$21.13 per hour

Work Schedule:

- Monday – Friday; 8:30 AM – 5:00 PM

Education, Training and Experience

- Graduation from High School or completion of a GED is required; and .
- Any combination of education and experience equivalent to graduation from an accredited college or university with an Associate degree with at least 15 credit hours of coursework including geographic information systems, construction, surveying, drainage system design and maintenance, and/or stormwater design.

Licenses and Certificates

- Possession of a valid Pennsylvania Driver's License is required.

Comments

- Skills assessment will be given.
- Requires operation of a motor vehicle.
- Requires occasional lifting up to 50 lbs of force.

Full time, Full benefit package

Applications will be accepted until the position is filled.

The City of Lancaster is an Equal Opportunity Employer

City of Lancaster Job Description



Job Title: **Green Infrastructure Asset Technician**
Department: **Public Works**
Job Grade: **33A**
Reports To: **Stormwater Program Manager
or designee**

Job Code: **6153**
FLSA: **Non-Exempt**
Effective Date: **March 15, 2015**
Revision Dates: **9/2017**

Primary Function

This position performs a variety of field and office work necessary to ensure compliance with the City's Stormwater Management Ordinance, Green Infrastructure Plan, and state and federal water quality requirements. The position provides inspection and enforcement including managing caseload, coordination of initial and follow-up investigations and functions as the key staff person in the field for the geographical implementation of the City's Stormwater program, and for obtaining prosecution and/or legal settlement of stormwater management code violations.

Principal Duties & Responsibilities

- Follows safe practices in the performance of duties.
- Regular, reliable attendance necessary.
- Completes detailed paperwork documenting inspection tasks, including field book notes, photographs and other reporting forms, as necessary.
- Prepares, organizes and maintains inspection records.
- Field locate, with GPS, public and private stormwater management facilities.
- Analyzes and interprets data from construction plans for field verification.
- Works with the Departments of Public Works and construction contractors to oversee construction of green infrastructure best management practices and stormwater facilities.
- Performs regular site visits to all green infrastructure and stormwater related construction within the City for verification of compliance.
- Interviews individuals to determine the nature of suspected violations and to obtain evidence of violations.
- Researches and keeps informed of pertinent information and developments in areas such as PENNDOT, PADEP and PA DCNR policies and regulations.
- Issues warnings and citations for stormwater violations and completes follow-up as needed through District Court proceedings, if necessary.
- Assists with maintenance of stormwater inventory database.
- Assists field and crew supervisors with inspections of stormwater and green infrastructure projects, both public and private improvements, to ensure compliance with engineering standards.
- Assists with enforcement of tree ordinance and tree protection regulations.
- Performs additional tasks as required.

Position Qualifications

Knowledge, Skills and Abilities

- Knowledge of safe practices related to Public Works.
- Knowledge and familiarity with the effective use of computers, equipment and software, including Microsoft Office, ArcGIS, AutoCAD, ArcIMS.
- Knowledge of operation of GPS equipment and GIS software.
- Knowledge of the practical application of stormwater management practices.
- Knowledge of arithmetic, algebra, geometry, and their applications.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Basic knowledge of PENNDOT, PADEP and PA DCNR policies, programs and regulations related to stormwater management facilities.
- Skill in Microsoft office including Word, Excel and Powerpoint.
- Proficient skill using tablets (iPad, Samsung, other) for data manipulation.
- Ability to read construction drawings and specifications for field verification.
- Ability to communicate information and ideas, both orally and in writing, so that others will understand.
- Proven ability of advanced numerical reasoning.
- Ability to perform numerical computation quickly.
- Proven ability to follow directions and complete assignments is required.

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- Proven ability to read, write, speak and comprehend English is required.
- Ability to operate a vehicle on private and public streets is required.
- Proven ability to work as part of a team and to collaborate successfully with others is required.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations is required.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs is required.
- Proven ability to commit to excellence in service and to continuous improvement is required.

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Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.

Environmental Conditions

- Duties are performed primarily in an office setting with some field work required.
- Requires occasional walking over rough terrain and the ability to travel among various work sites.
- Outdoor conditions include exposure to inclement weather and extreme temperature while walking and standing to do field inspections (80% of the time).

Safety Equipment Used or Needed

- Personal protective equipment (i.e., hard hat, safety glasses, boots, etc.) while on a construction site and hard hat and safety vest while on roadways and construction sites.

Comments

- Skills assessment will be given.
- Requires operation of a motor vehicle.
- Requires occasional lifting up to 50 lbs of force.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.

This description of work is meant to be an overview of work to be performed by the employee and not intended to be a complete listing of all tasks required in this job, nor a contract of employment. Management may assign other responsibilities within the employee's abilities.