

HENRY SOIL AND WATER CONSERVATION DISTRICT
Position Title: DITCH MAINTENANCE Technician
Job Description

Introduction

Position: Ditch Maintenance Technician

Location: Henry Soil and Water Conservation District, Napoleon, Ohio

Employment Status: Full Time Position with Full Benefits

Summary Description: The position of Ditch Maintenance Technician is responsible for the day to day operation of the Henry County Ditch Maintenance program and any staff assisting with the County Ditch Maintenance Program. The person occupying this position is directly responsible to the Henry SWCD Board of Supervisors under the direct supervision of the District Administrator of the Henry SWCD. The employee will adhere to the Henry SWCD Policy and Procedure Manual

Job Qualifications

1. Associate Degree or equivalent work experience
2. Able to comprehend engineering plans and drainage projects
3. Sufficient written and oral communication skills
4. Possess supervisor and administrative skills
5. References

Duties and Responsibilities

1. Follow all rules and regulations as established in the Ohio Revised Code 6137
2. Prepares an annual work plan for the Ditch Maintenance program
3. Assist on the County Ditch Maintenance staffing/budget with the SWCD Administrator
4. Oversees expenditures of the Ditch Maintenance program
5. Supervises and directs Ditch Maintenance staff and oversees all work and prioritizes that work.
6. Responsible for any maintenance equipment used for the Ditch Maintenance program
7. Maintains adequate records and prepares various reports for submission on all Ditch Maintenance programs
8. Have knowledge of all federal, state, and local laws that affect ditch maintenance program. Keep up on techniques and spray recommendations and application for use of herbicides on ditches. Also maintain valid operator's license
9. Receive all job quotes on work performed by contractors on County Maintenance ditches.
10. Work with staff to prepare accurate and equitable maintenance assessments for each ditch to be put on the county Tax Roll
11. Inform landowners (by mail) of construction activities (bottom dips, bank work, log jams and etc.) being performed on county maintenance ditches that will take place adjacent to their property
12. Produce news articles and media presentations (radio, website and newsletter) to inform the public of the County Maintenance program
13. All duties and actions while performing this job will be performed in a safe and healthful manner
14. Other duties such as the Private Ditch Group program will be under your direction to assist landowners (watershed and landowner assessments) with the drainage improvement of a drainage ditch not under the maintenance program.

15. All property splits affecting ditches on the county ditch maintenance program will be performed in a timely manner and updated on the County Maintenance J file.
16. All jobs needed to be performed (bottom dips, bank work, log jams and etc.) by contractors will be hired and scheduled.
17. A yearly inspection will be performed by maintenance staff for proper scheduling of work and spray schedule for the following
18. A performance review will be conducted by the District Administrator yearly.
19. Has a good working knowledge of all the Henry SWCD programs and practices and assists landowners with those programs if needed.
20. Assist with all other duties deemed necessary for the good of the Henry Soil and Water Conservation District

Supervision

The position is under the direct supervision of the District Administrator and adhere to the Henry SWCD Policy and Standard Operating and Procedure Manual.

Adopted by the Henry Soil and Water Conservation District