



1319 Third Street NW
New Philadelphia, OH 44663
Phone (330) 343-6647 or toll free (877) 363-8500
mburley@mwcd.org mmahaffey@mwcd.org

POSITION POSTING

- Date:** February 22, 2022
- Position:** Lease Technician
- Department:** Natural Resources and Land Management
- Location:** Main Office
- Classification:** Full Time
- FLSA Status:** Non-exempt
- Salary Range:** \$16.85 - \$22.81 per hour (Rate offered will be based upon qualifications and experience)
- Hours:** 40 hours per week
- Safety Sensitive:** Yes
- Supervisor:** Lease Coordinator (*John Traxler*)
- Job Summary:** Reviews, approves, and issues construction and tree permits in residential cottage areas. Performs inspections, initiates correspondence, and resolves discrepancies on construction inspections.
- Essential Duties:** Issues construction and tree permits after completing a review and approval of the request. Inputs permit data into ECM system and ensures data is accurate and updated. Assists with conducting inspections at lease renewal and assignment, initiates written correspondence, and conducts inspections for construction and tree permits. Completes the necessary follow-up to ensure compliance with MWCD policies. Assists with docking program and shoreline activities in leased areas in coordination with the Docking/Shoreline Coordinator.
- Qualifications:** An associate degree with three years of experience in a related field is desired. Strong communication and people skills are required. Experience in drafting, surveying, blueprint reading, residential construction and/or zoning practices and computer operation is required. A general knowledge of MWCD lease locations and MWCD policies is preferred.
- Other Requirements:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and to talk and hear. The employee frequently is required to reach with hands and arms. A driver's license valid in the State of Ohio is required. Must be insurable by MWCD fleet insurance. The employee is occasionally required to stand, walk, climb or balance. The employee must occasionally lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The noise level in the work environment is usually quiet but may occasionally require some work around heavy construction equipment. May require training of and operation of chainsaw equipment. It is expected that this individual will assist the Lease Coordinator in attending selected meetings and functions, and actively participate on committees when appointed. There is also an expectation to be in the field at project sites as required. Occasional work during weekends or evenings is required.
- Deadline:** 3/16/2022
- Application URL:** <https://www.mwcd.org/essential-information/employment-opportunities?gnk=job&gni=8a7883a87ed600ad017f2354ed0c5fb4&gns=Company+Web+site>