

# Environmental Programs Coordinator – South Middleton Township

October 20, 2025

Deadline: November 21, 2025

**Job Title:** Environmental Programs Coordinator  
**Department:** Community Development  
**Reports to:** Director of Community Development  
**FLSA:** Non-Exempt  
**Position Type:** Full-Time  
**Pay Rate:** \$50,000 – 65,000

The Environmental Programs Coordinator is responsible for the development, implementation, and coordination of all aspects of the Township's MS4 (Municipal Separate Storm Sewer System) program, On-Lot Sewage Program, NFIP Floodplain Regulations, Well Drilling Regulations, and the Trash/Recycling program.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the MS4 program, which includes maintaining organized records and tracking systems for compliance purposes, developing educational programs and outreach, and performing routine inspections and site visits.
- Administers the on-lot sewage maintenance program, as well as serving as Sewage Enforcement Officer (SEO). SEO certification must be obtained within one year of hire, training will be provided by the Township.
- Monitors floodplain development to ensure compliance with the Township's floodplain regulations and the National Flood Insurance Program.
- Reviews and issues permits for new well construction.
- Oversees the municipal solid waste (MSW) and recycling program, which includes serving as the point of contact between the Township and its contracted MSW/recycling hauler.
- Investigates violations of environmental codes and regulations and takes necessary enforcement action.

## REQUIRED KNOWLEDGE AND ABILITIES TO PERFORM WORK

- Knowledge of theories, principles, practices, and techniques of public works, municipal water and sewer, land use and subdivision, GIS, and public works and utilities maintenance functions and best practices.
- Ability to analyze and solve problems, independently; as well as offering proposed solutions to problems.
- Ability to communicate clearly and concisely, both orally and in writing.

- Possess superior attention to detail and sound judgement.
- Knowledge of computer and applications software including, but not limited to, Microsoft Office Suite.

## **EDUCATION/TRAINING & QUALIFICATIONS**

This position must possess and/or maintain the following, at minimum, throughout employment, as well as additional education/training/certification/licensure, as may be required:

- A. B.A./B.S. in GIS, Urban/Regional Planning, Environmental Science, or a related field, with 1-3 years experience, required. Priority will be given to those possessing a valid SEO certification. An equivalent combination of training or experience that provides the required knowledge, skills, and abilities will also be considered.
- B. Valid Driver's License

## **HOW TO APPLY**

Qualified candidates should submit a resume and cover letter to Kelly Kurtas, Assistant Director of Community Development, South Middleton Township, 520 Park Drive, Boiling Springs, PA 17007 or fax to (717) 258-3577 or email to [kkurtas@smiddleton.com](mailto:kkurtas@smiddleton.com).

South Middleton Township offers an employee-focused work environment with a competitive benefits package that includes health insurance for oneself and dependents with low premiums and low deductibles, HRA account, vision, dental, and life insurance, pension plan, tuition assistance, generous vacation and sick leave, and possible relocation package.

For more information, please visit the Township's website at [www.smiddleton.com](http://www.smiddleton.com).

South Middleton Township is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, veteran status, or any other characteristic protected by law.