



ONTARIO COUNTY

SOIL & WATER CONSERVATION DISTRICT

www.ontswcd.com

480 North Main Street, Canandaigua, New York 14424
Telephone (585) 396-1450 Fax (585) 396-1305

CONSERVATION DISTRICT TECHNICIAN **Position Announcement/Job Description**

We are excited to be expanding our team! Ontario County Soil & Water Conservation District is a public service agency dedicated to the conservation of natural resources in Ontario County. District staff and Board of Directors members are committed to providing technical assistance and education to the residents of Ontario County to ensure the wise use of soil, water, and other natural resources.

Please visit Ontario County Civil Service Employment Portal for more information and to apply:

<https://ontario-portal.mycivilservice.com/>

Application Deadline: June 30, 2023

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility of performing technical activities related to conservation best practices on private and public properties and water resources and for conducting field surveys, design and supervision of related conservation projects. Employees in this class are expected to be engaged in the planning, implementation and maintenance of best management practices, soil and water management programs and community outreach to encourage conservation practices in the community. The work is performed under general supervision and in accordance with outlined policies and procedures but it calls for the frequent exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists with the District's *Agricultural Environmental Management (AEM) Program*, including conducting interviews with farmers and a survey of farming practices in accordance with the AEM program manual, protocols and guidelines;
- Reviews plans and information from landowners for use in farm planning and recommends when practices need maintenance;
- Provides technical assistance to ensure compliance with USDA and Natural Resource Conservation Service standards and specifications;
- Collects data, interprets soil maps and prepares basic drawings and maps;
- Completes field layout of limited projects;
- Assists with education and outreach events and programming;
- Assists with the preparation and submission of grant applications;
- Assists with grant management and recordkeeping;
- Maintains records and prepares reports related to the work;
- Represents the District on various committees.



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FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of conservation planning for the application of sound conservation practices; good knowledge of the design and installation of all conservation practices; working knowledge of materials and procedures used in the construction of drainage systems, ponds, forest plantings and other conservation projects; working knowledge of mathematics including geometry and trigonometry; working knowledge of engineering surveying including the use of various surveying equipment; ability to read topographical maps, air photos and engineering designs; ability to understand and carry out written and oral instructions; ability to get along well with others; manual dexterity; mechanical aptitude; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

1. Possession of a Bachelor's Degree, or higher, in Natural Resources Conservation, Agronomy, Water Resources, Agricultural Engineering, Civil Engineering, Environmental Technology or Science, or a closely related field; OR
2. Possession of an Associate's Degree as described in (1) above AND two (2) years of full-time paid experience, or its part-time equivalent, in conservation, construction, engineering, land surveying, natural resource protection, or a related field; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2) above.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

This position is provisional and will be made permanent upon the selected candidate scoring in the top three of the Ontario County Civil Service examination for Conservation District Technician, when offered.

SALARY: Starting at \$40,000 but negotiable, commensurate with experience, qualifications and certifications. Full Time position, 40 hours/week. Ontario County SWCD offers a competitive salary and benefits package, which includes NYS Retirement, NYS Deferred Compensation, NYS Paid Family Leave, health care and paid annual leave and sick leave.