

# **Eastern Shore SWCD**

## **Conservation Technician Job Description**

### **GENERAL**

The Eastern Shore Soil and Water Conservation District (ESSWCD) is a self-governing political subdivision of the Commonwealth governed by a six-member Board of Directors and serves the counties of Accomack and Northampton. The Conservation Technician provides the ESSWCD support in implementing District programs which include, but are not limited to: Virginia Agricultural Best Management Practices Cost Share Program (VA AG BMP CS Program), Virginia Conservation Assistance Program (VCAP), Virginia Resource Management Program, Chesapeake Bay TMDL development, Agricultural Stewardship Act, and Chesapeake Bay Preservation Act. The Conservation Technician is responsible for performing a wide range of technical and administrative duties. This position is under the direction of the ESSWCD Board of Directors and under the supervision of the District Manager to ensure efficient functionality of District programs. Technical guidance for this position is provided by the Conservation Specialist and District Manager. The Conservation Technician is a full-time position and is considered non-exempt under the Fair Labor Standards Act.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provide technical assistance for the implementation of best management practices (BMPs) which also includes accurate data entry in the State and District database programs
- Be familiar with and adhere to deliverables in the ESSWCD's Cost Share grant, BMPs offered/ described in the VA Ag BMP CS Program Manual and BMPs offered/ described in the VCAP manual
- Assist in all aspects of the VA Ag BMP CS Program which include, but are not limited to: promoting best management practices, assisting in cost share sign-up, preparing contracts, site visits as necessary, data entry, final completion of projects
- Maintain accurate and current files for cost share participation and conservation practice implementation
- May perform site visits, prepare estimates and help to prepare required plans
- Assist in conducting compliance verifications and completing follow-up documentation
- Provide assistance to the Conservation Specialist as necessary in all aspects of VCAP which may include assisting with applications and data entry
- Assist with conservation related outreach and educational activities which may include networking with the farming community, attending farm-related meetings, providing presentations, etc.
- Attend and participate in VA Ag BMP CS Program trainings, VCAP trainings, Resource Management Trainings and others as deemed necessary
- Attend job-related meetings, in-service training, courses and workshops to maintain and meet certifications
- Represent the District as a professional contact to farmers, landowners, contractors, engineers, public officials, partner agencies, District Board members and the general public

- Assist with and provide support for additional grants that pertain to conservation practices
- Obtain and maintain DCR Conservation Planner Certification
- Attends and participates in District Board meetings and the Technical Review Committee
- Prepares monthly written report to the District Manager and presents to the District Board
- Cross-trains with other District and NRCS employees to provide assistance as needed
- Attend ES Groundwater Committee meetings representing the District if Conservation Specialist cannot attend.
- Adhere to District policies and guidelines
- Assists with preparation of reports as necessary
- Any other duties assigned by the District Manager or District Board.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- High school diploma or equivalent
- Must have valid VA Driver's license
- Knowledge of agricultural operations and conservation issues related to agriculture and water quality
- Proficient in Microsoft Office computer programs such as Word, Excel, PowerPoint and use of Google programs, and Email applications
- Ability to communicate effectively, both orally and in writing
- Ability to speak comfortably before large groups
- Ability to work independently as a self-starter and manage time in an efficient manner to meet deadlines
- Ability to multitask, prioritize, and stay organized in a fast paced environment
- Ability to maintain effective working relationships as a team player
- Ability to interpret technical standards, specifications, program policies and guidelines

#### **DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES**

- Associate or Bachelor's degree in field related to agriculture, agronomy, natural resources, environmental science or closely related field and /or equivalent experience or combination of education and equivalent experience
- Farm background/ Agricultural experience
- Knowledge of Agricultural operations and conservation issues as related to agriculture
- Experience with and ability to utilize Geographic Information Systems (GIS) and Global Positioning Systems
- Ability to understand, interpret and use various maps, aerial photography and soils information
- Knowledge of conservation issues related to non-point source pollution and the Chesapeake Bay Water Improvement Plan

#### **PHYSICAL CONDITIONS AND NATURE OF WORK**

Tasks involve frequent walking, lifting and carrying moderate weight and exposure to adverse weather conditions. Responsibilities require regular contact with landowners, other agencies, District Board members and the general public while using judgment and tact to resolve complex issues. Overnight travel may be required.

**SALARY**

- Salary will be based on qualifications/ experience
- Performance Evaluations will be conducted annually

**BENEFITS**

Annual Leave, Sick Leave, VRS Retirement, VRS Group Life Insurance, Health and Dental Insurance, VA, Federal or County Holidays

Eastern Shore SWCD programs, activities and employment opportunities are available to all people regardless of race, color religion, sex, age, national origin, disability or political affiliation.

An Equal Opportunity Employer