

Susquehanna County Conservation District Job Description

Title: **Resource Conservation Specialist**
Classification: **Full time, Non-Exempt**

Reviewed : October 2018

PURPOSE:

The Conservation Specialist provides technical and administrative support to the District's Erosion and Sediment Control (Chapter 102), and Dam Safety and Waterway Management (Chapter 105) programs, and Nutrient Management Program. Duties include the reception, processing and review of permits. The successful facilitation of these duties requires considerable contact with the general public, farmers, engineers, and contractors, as well as municipal officials and government agency personnel. The job may also include providing program assistance in non-regulatory natural resource management activities related to non-point source pollution, agriculture and other areas as assigned by the District Manager.

GOAL:

The position's goal is to promote the conservation of the soil and water resources of Susquehanna County by executing the requirements of the Chapters 102 & 105 delegation agreements as well as the Nutrient Management program. Work is assigned and supervised by the District Manager.

JOB DUTIES AND RESPONSIBILITIES:

Resource Conservation Specialist

This job involves operational-level work in the field of erosion control as specified within DEP's Chapter 102, Erosion and Sediment Control Rules and Regulations as well as Chapter 105, Dam Safety, Waterway Management, and Nutrient Management. This position requires a variety of duties relating to the administrative, technical and operational requirements of Chapter 102, Chapter 105, and nutrient management, including implementation of ways to meet the compliance of these regulations.

Essential Job Functions:

Implementation of Chapter 102 Erosion and Sedimentation Pollution Control Program per delegation agreement by:

- Coordinating daily work activities with other staff
- Organizing and prioritizing E&S program workload; monitoring workload status; and troubleshooting problem situations
- Ensuring program compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiating any actions necessary to correct deviations or violations
- Reviewing E&S plans, writing comment letters and final completeness letters
- Conducting site visits to verify plan preparation and implementation
- Following up on plan implementation until completion of project, insuring that final stabilization is achieved and permit is terminated
- Conducting administrative completeness reviews for all ESPC plan review applications, National Pollutant Discharge Elimination System (NPDES) permit applications, and ESPC permit applications
- Providing technical information and assistance to the general public, technical professionals, and other governmental agencies pertaining to ESPC regulations; Best Management Practices (BMPs) for controlling accelerated erosion and sediment pollution associated with earth disturbance activities; and general soil and water resource conservation
- Responding to complaints regarding accelerated erosion and sediment pollution; maintaining complaint files; and preparing related reports

- Inspecting earth disturbance activities to insure compliance with applicable ESPC rules and regulations, documenting site conditions using procedures established by DEP, and initiating compliance measures necessary to address violations
- Working with responsible parties to obtain voluntary compliance, and conduct follow-up site inspections to ensure continued compliance. If voluntary compliance cannot be achieved, referring case information to DEP for enforcement action, as per District policy.
- Cooperating with DEP and other agency staff conducting enforcement actions related to delegated program responsibilities
- Receive, process, and acknowledge NPDES Permit Co-Permittee/Transferee and Notice of Termination applications

Implementation of Chapter 105 General Permit & Complaint Handling Program per Delegation Agreement by:

- Educating the public on Chapter 105 requirements
- Reviewing and acknowledging notifications to use General Permits as Standard Operating Procedure (SOP)
- Conducting site visits to verify proper permit usage

Implementation of the Nutrient Management/ACT Program by:

- Assisting farmers in gathering data to develop resource management plans
 - Educating and assisting in the development of a plan
 - Reviewing and commenting on adequacy of plan
- Assisting landowners in the implementation of their conservation plans
 - Surveying
 - Soil sampling
 - Manure testing
 - Evaluation of practices
- Providing technical assistance to the No-till program, as requested

Conducting the Administrative requirements of the Chapter 102 & 105, Nutrient Management Programs by:

- Preparing, processing, or completing various forms, reports, logs, checklists, compliance notices, complaint handling forms, plan review forms, inspection reports, program evaluations, performance reviews, or other documents related to the District's Chapter 102, 105 and Nutrient Management programs
- Prepare reports on delegated activities for DEP and attend meetings and trainings relevant to the District's Chapter 102, 105 and Nutrient Management programs
- Prepare quarterly reports for the District's Chapter 102, 105 and Nutrient Management programs

ADDITIONAL JOB FUNCTIONS

- Assist in the promotion of District projects
- Participate in field days, workshops and environmental education programs for contractors, loggers, municipalities, and other civic groups
 - Assist a committee in the design of an agenda and planning of other details
 - Assist in the compilation and updating of contacts and mailing lists
 - Be available as a speaker or moderator
- Assist in the writing of press releases, newsletters and other forms of publication
- Assist landowners/users and planners in obtaining information, including maps and program requirements
- Exchange information between public agencies
- Receive training to obtain Public Nutrient Management Certification necessary to review nutrient management plans
 - Provisionally certified in one year
 - Final certification in three years

- Review and interpret various forms, correspondence, technical plans and reports, technical requests, soil surveys, maps, photographs, laws and regulations, manuals, reference material, and other documents
- Communicate with supervisor, other district staff members, district board members, governmental officials, property owners, developers, complainants, professionals, cooperating agencies, community organizations, the general public, the media, and anyone else as needed to accomplish job duties, review status of work, exchange information, resolve problems, and give/receive advice or direction
- Maintain a comprehensive, current knowledge and awareness of applicable laws and regulations; and attend appropriate workshops and training session
- Prepare monthly written reports of activities to the Susquehanna County Conservation District Board of Directors
- Serve on district committees as assigned
- Attend staff and other meetings as requested
- Perform other duties necessary for implementation of District programs as assigned by the District Manager

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of mathematics, algebra, geometry, and trigonometry including the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations involving basic algebraic principles and formulas and basic geometric principles and calculations.
- Knowledge of the physical sciences and the ability to apply their principles and methods to technical problems
- Skill in numerical and verbal reasoning
- Ability to read and interpret technical literature, engineering plans, narratives, and tables
- Ability to use basic instruments and equipment required to perform technical and field functions
- Ability to perceive mechanical, physical, and spatial relationships
- Ability to decide the time, place and sequence of operations within a system or organizational framework, as well as the ability to oversee their execution. Ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives.
- Skill in working with the public. Ability to communicate effectively, both orally and in writing. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize design data and information such as high-tech manuals, administrative procedures manuals, construction standards and specifications and educational curricula
- Knowledge of computer word processing, database, spreadsheet and desktop publishing software and ability to operate computers
- Ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch and crawl. Ability to traverse rough and uneven terrain, even in wet and slippery conditions
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, tastes, odors, textures, etc. associated with objects, materials and ingredients.
- Ability to work under mildly unsafe and uncomfortable conditions, in regard to environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease, insects and/or dust.
- Ability to travel overnight and/or multi-day, when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Possession of a valid State driver's license with the ability to safely operate a motor vehicle

MINIMUM QUALIFICATIONS:

- A Bachelor of Science Degree or higher in water resources, civil, or any appropriate field of engineering technology
- OR a minimum of four years of experience as a Conservation Specialist
 - OR the demonstration of a level of ability and training equivalent to the necessary years of experience.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

The Susquehanna County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.