

# **RESOURCE CONSERVATION SPECIALIST**

## **TOMPKINS COUNTY**

**Department** Soil and Water Conservation District  
**Classification** Competitive  
**Labor Grade** 10  
**Approved** \_\_\_\_\_  
**Revised** 4/09; 6/11  
**By** \_\_\_\_\_  
**BBP Risk Factor** \_\_\_\_\_

### **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for technical assistance and training for erosion and sediment control as it relates to Stormwater Phase 2 regulations to the, Stormwater Coalition of Tompkins County, landowners, contractors and municipalities (80% time). The position is also responsible for technical planning, survey, design, and implementation of agricultural and nonagricultural soil and water conservation practices, including accepted Best Management Practices (20% time). The incumbent enjoys a considerable degree of autonomy and works under the general direction of the Conservation District Manager. Supervision of others is not a function of this class. The employee will also assist with other District programs, projects and activities as required.

### **TYPICAL WORK ACTIVITIES:**

Complete regular stormwater inspections on construction sites for municipalities per specific municipality/SWCD contracts.  
Review Stormwater Pollution Prevention Plans in accordance with contracts with municipalities.  
Fulfill any and all requirements of municipality/SWCD stormwater contracts including tracking time and vouchering for reimbursement, working closely with the Secretary/Treasurer.  
Provide technical assistance to the Stormwater Coalition of Tompkins County, attend monthly meetings.  
Serve as the Stormwater Coordinator for the Stormwater Coalition of Tompkins County, fulfill all duties specified in the contract between Tompkins County SWCD and the SWCTC  
Provide technical assistance to landowners, contractors, and municipalities on Stormwater Phase 2 regulations, both construction and MS4 permits upon request.  
Provide stormwater contractor training and other related training requested.  
Attend meetings and give presentations when requested.  
Assist in survey and design of agricultural and nonagricultural soil and water conservation projects.  
Aid with established District programs such as tree seedling sale, fish pond stocking, agricultural assessment, and with creation of new programs.  
Collect data pertinent to design and cost estimates for implementation of BMPs.  
Establish field layouts for conservation practices.  
Make public presentations regarding District programs.  
Field work may be conducted year round in all weather.  
Assist in writing and managing grant proposals.  
Other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good computer skills, including GIS  
Good interpersonal skills.  
Good communication skills, written and verbal as well as public speaking.  
Good organizational skills  
Good time management skills  
Good knowledge of surveying  
Good knowledge of NRCS Standards and Specifications  
Good knowledge of AEM  
Working knowledge of grant applications and administration of funded grants.

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## **RESOURCE CONSERVATION SPECIALIST (CONT)**

Ability to prepare cost estimates.

Ability to understand and fulfill written and oral instructions.

Ability for strenuous work that includes lifting heavy survey equipment, moving field equipment, and walking over varied terrain.

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in agronomy, agricultural economics, natural resource conservation, environmental science, hydrology, or a closely related field, and three years of professional or technical experience in a soil and water or natural resources conservation field; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in agronomy, agricultural economics, natural resource conservation, environmental science, hydrology, or closely related field **AND** five years of professional or technical experience in a soil and water or natural resources conservation field; **OR**
- (c) An equivalent combination of training and experience as described in (a) and (b) above.

### **OTHER CERTIFICATIONS THAT WILL BE REQUIRED WITH a,b, AND/OR c ABOVE:**

- (a) Certified Professional in Erosion and Sediment Control (CPESC) license is required or in process at time of employment and must be maintained in good standing throughout the life of employment.
- (b) Certified Professional in Stormwater Quality (CPSWQ) certification: not required at time of appointment but employee should pursue certification as soon as possible. (District will provide resources and opportunities for training)

### **SPECIAL REQUIREMENTS:**

A valid New York State driver's license is required at the time of appointment and must be maintained throughout the life of employment.

Employee must be able to safely lift up to fifty pounds as a requirement of employment.

### **NOTE:**

The employee must provide protective wear as may be required, such as rain gear and steel toed boots, etc.

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