



Seneca County Soil and Water Conservation District  
2041 U.S. Route 20, Suite 2, Seneca Falls, NY 13148  
Phone: (315) 568-4366 Ext. 4 Fax: (315) 568-2414  
[www.senecacountyswcd.org](http://www.senecacountyswcd.org)

## **VACANCY ANNOUNCEMENT**

**FOR:** Conservation District Technician

**LOCATION:** Seneca County Soil & Water Conservation District  
2041 US Rte 20 Suite #2  
Seneca Falls, NY 13148

**RESIDENCY:** Seneca County has a residency requirement that an applicant must be a resident of Seneca County or one of the six contiguous counties (Cayuga, Ontario, Schuyler, Tompkins, Wayne and Yates) for one month to be eligible for appointment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Natural Resources Conservation, Water Resources, Agricultural Engineering, Civil Engineering, Environmental Technology, Environmental Science, the Physical Sciences, Engineering or a related field; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in Natural Resources Conservation, Water Resources, Agricultural Engineering, Civil Engineering, Environmental Technology, Environmental Science, the Physical Sciences, Engineering or a related field AND one year experience in construction, land surveying, natural resource protection, engineering, conservation, or related field; **OR**
3. An equivalent combination of training and experience as set by the limits of (1) and (2) above.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

- Possession of a valid New York State Driver's License is required and must be maintained throughout employment.
- Must be able to work occasional evenings and / or weekends; must be able to travel overnight occasionally.
- Must be able to routinely lift at least 50 lbs and carry field equipment while walking long distances over uneven terrain as some aspects of the job are physically demanding and require strength and stamina.
- This position is provisional and will be made permanent on the selected candidate scoring in the top three of the Seneca County Civil Service examination for Conservation District Technician, when offered.

**SALARY:** Salary range \$35,000 - \$45,000 per year but negotiable to commensurate with experience, qualifications and certifications. Full Time – 40 hours/week, with Medical Insurance, vacation and sick leave, holidays, NYS Retirement System and Deferred Compensation Program.

**DISTINGUISHING FEATURES OF THE CLASS:** The Conservation District Technician is a technical position that involves planning, designing, and implementing conservation measures on private and public lands. The incumbent assists the Conservation District Manager in overseeing field application of practices, such as agricultural Best Management Practices (BMP's), Stormwater Management projects, and Watershed Management activities. An employee in this class assumes the technical responsibilities for planning, execution, and follows up on the application phase of a program. The incumbent is under the direct supervision of the Conservation District Manager and Soil & Water District Board of Directors.

The Seneca County Soil and Water Conservation District is looking for a self-motivated individual, knowledgeable, and experienced in natural resources and water quality issues.

**TYPICAL WORK ACTIVITIES:** (ILLUSTRATIVE ONLY)

- Work with landowners & local Tax assessors to complete *Ag Value Assessments* (soil group worksheets) using ArcGIS program.
- Work closely with County, Town and Village *Highway Departments and Municipalities*. Provides guidance, recommendations, surveys and designs for drainage, erosion and permitting issues.
- Assists district staff with District *Hyrdoseeding* Program.
- Acts as a liaison between the NYS DEC officials, Army Corps of Engineers and other regulatory agencies, local municipalities, landowners, and contractors. Including *permit application guidance* and assistance for lakeshore bulkheads, docks, wetlands, and streambank stabilization projects.
- Coordinates and monitors the mowing and maintenance of *County Drainage Projects*.
- Provides technical and administrative support to District such as *soil interpretation and aerial photos utilizing ArcGIS, newsletters, District Tree and Shrub Program, prepare District displays and presentations, Conservation Tours and Workshops*.
- Actively seeks *grants* to fund related projects, writes grant proposals, and implements and administers associated grant deliverables.
- Represents the District on various *committees* associated with water quality, or other interests of the District. Including but not limited to County Water Quality Committee, various lake associations and watershed groups, Regional and local Planning Committees and Highway Associations.
- Assists with the District's *Agricultural Environmental Management Program (AEM)*, including completing surveys, designs, and implementation of conservation practices such as ponds, dry hydrants, drainage ditches, grassed waterways, drainage tile, erosion control measures and other water quality related practices.
- Assists in overseeing the District's *Weed Harvesting* program which includes monitoring of weed growth, working with seasonal staff that operate the weed harvesters and coordination of local and volunteer groups that conduct hand pulling.

- Attends professional *training*, such as the Annual Water Quality Symposium, Conservation Skills Workshops, and other local and state workshops as required.
- Complete other duties as assigned by the Conservation District Manager.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Good knowledge of land use impacts on *water quality*, proper *conservation practices, engineering and agronomic techniques*, NY state guidelines and regulations governing *soil & water management, agricultural Best Management Practices, soils, hydrology and surveying*;
- Thorough working knowledge of *computers* and associated programs including *proficiency with ArcGIS*;
- Must be *courteous and professional* and have a positive attitude toward clients, landowners, and all District staff and partners with the ability to provide advice and recommendations leading to the economical and sound implementation of Best Management Practices;
- *Planning* and program development skills;
- Ability to *communicate* both orally and in writing including grant preparation and *presenting information* to groups of people;
- A *results-oriented* individual who has the ability to work independently toward *common goals*;
- Good verbal and interpersonal communication skills and desire to *work together* well as a contributing *district team member*.
- *Organizational* skills;
- Ability to work in *adverse weather conditions*;
- *Manual dexterity and physical condition* commensurate with the demands of the position. Must be able to routinely lift at least 50 lbs and carry field equipment while walking long distances over uneven terrain.

**TO APPLY:**

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Applications Accepted Up To:

**11/09/18, or until position is filled**

Must complete a Seneca County Civil Service Employment Application Form on the application portal. Please attach resume and three references with contact information.

**Posting Date: October 5, 2018**