

VACANCY NOTICE

POSTING DATE: 05/17/2017

CLOSING DATE: 05/31/2017

POSITION:

Agricultural Technician

DEPARTMENT:

Soil Conservation
Greene County Conservation District
(GCCD)

LOCATION:

Fort Jackson Building

SALARY

Management Pay Grade 4: \$15.42/hr.

HOURS:

8:30 am to 4:30 pm
Monday – Friday
1 Hour Unpaid Lunch
35 Hours per Week

BENEFITS:

Full County Benefits after 90 days
Probationary Period

OVERALL OBJECTIVE OF THE JOB:

Oversees and administers all agriculture programs within Greene County and also performs specialized environmental duties and implement and review the Districts DEP Programs and initiatives. Carry out any other duties or responsibilities delegated by the District Manager.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Obtain and maintain Nutrient Management Act 38 Public Planner Certification.
2. Obtain and maintain NRCS approved Conservation Planning Certification and appropriate job approval.
3. Participate on local, regional and state boards and committees to help in the advancement and the betterment of the farming community and the Conservation District.
4. Investigate complaints and violations of the ACT 38 & Chapter 91 regulations to obtain voluntary compliance and refer those operations to the State Conservation Commission or the appropriate agency when voluntary compliance cannot be obtained.
5. Perform all the duties required of a Public Nutrient Management Specialist under the State Conservation Commission guidelines.
6. Perform all the duties required by the delegation agreement for Chapter 91 regulations under the State Conservation Commission guidelines.

7. Investigate complaints and violations of the Chapter 102 regulations to obtain voluntary compliance and refer those operations to the Department of Environmental Protection or the appropriate agency when voluntary compliance cannot be obtained.
8. Perform the duties of an Agricultural Conservation Technician meeting the ACT Employee Experience Guidelines (**Level dependent on experience**) (attachment A).
9. Administer the level 2 Commercial Manure Hauler test as outlined in the NMA Program Delegation Agreement.

Nutrient Management Specialist (PA Act 38 requirements)

Duties and Responsibilities:

1. Encourage voluntary and mandatory participation of agricultural operations. Educate and promote the agronomic environmental benefits of proper nutrient management, including developing and providing education and outreach programs.
2. Assist farm operators and Nutrient Management Specialists with implementing the provisions of the Nutrient Management Act and regulations. Provide that all regulations and delegated activities are met for Act 38.
3. Review and assist with approval/disapproval of submitted nutrient management plans, plan implementation; amendments, transfers, manure storage setback waivers and implementation delays, in accordance with the procedures outlined in the NMA regulations and the Administrative Manual.
4. As resources and program policies permit, provide technical assistance in the development of nutrient management plans or develop nutrient management plans when necessary.
5. Visit selected voluntary and concentrated animal operations with approved Nutrient Management Plans to assess plan implementation and to implement BMPs to comply with the NMA regulations.
6. Perform on-site visits of those operations considered to be out of compliance with their approved plan or regulations, based on submitted materials.
7. Investigate complaints and violations to obtain voluntary compliance and refer those operations to the State Conservation Commission or the appropriate agency when compliance cannot be obtained by the district.
8. Provide the Commission with quarterly reports according to the Administrative Manual. This listing of accomplishments includes: number of meetings held, number of people trained, number of educational efforts completed, number of people assisted, number of plans received, number of complaints and status of investigations.
9. Maintain files on nutrient management plans and plan amendments submitted for review and approval, including plan implementation information submitted by operators with approved plans. These records include manure transfer sheets, annual summaries of manure transfers and designs developed for BMP implementation.

Farmland Preservation

Summary/Main Purpose of Job:

The Agricultural Technician administers the programs and activities of the Greene County Farmland Preservation Board (GCFLP).

Essential Duties, Tasks and Accountabilities:

1. Provide support to the Greene County Farmland Preservation Board of Directors as needed to maintain maximum productivity throughout all stages of project management including but not limited to assigning title reports, working on behalf of landowners regarding mortgage subordinations and satisfactions, preparing and submitting summary reports to the Commonwealth and FRPP as appropriate.
2. Maintain accurate records of Agricultural Security Areas for the Farmland Preservation Board and Planning Commission.
3. Assist with cross training of staff and supervision of volunteers as needed.
4. Provide assistance to GCFLP administered program applicants along with application preparation and farm rankings and required inspections.
5. Coordination of GCFLP monthly meetings, execution of all board business as approved by the chairman.
6. Contacts and works with townships, land trusts, the Commonwealth, private-sector organizations and other vested parties to preserve farmland as efficiently and economically possible.
7. Assist with maintaining conservation easement database, reports, GIS projects and associated conservation easement files.
8. Interact with the public, present easement purchase program and distribute program information at various opportunities including township or other organizational meetings, at the office, on the telephone, and through Email.
9. Perform other duties, tasks and special projects, as assigned.

OTHER DUTIES OF THE JOB:

1. Assure consistency, thoroughness, and expediency in reviews, in field inspections and in working with applicants.
2. Expand the number of farms utilizing GCCD services annually and report that information quarterly to the board.
3. Expand Ag security areas by working closely with municipalities and report for eligible farms.
4. Farms that have applied for consideration under FLP shall be coordinated with the Department of Economic Development to identify those farms under development pressures.
5. Handle complaints by documenting them and doing onsite inspections. Recommend all complaints that are outside the GCCD's jurisdiction to the GCCD District Manager.
6. Work with consultants, planners, developers, engineers, municipal officials, landowners and other relevant individuals to discuss agricultural planning and/or problems.
7. Provide technical support for all PA Code Title 25 Chapter 105 Stream Encroachment Permits for agricultural producers.
8. Maintain an up-to-date diary of daily activities to be reported at the monthly GCCD Board Meeting, the District Manager and DED Executive Director as needed. Process a quarterly report from the activities recorded in the diary.
9. Help prepare and mail the GCCD quarterly newsletter, composing news articles or submitting information as needed.

10. Follow tasks assigned annually by the GCCD Board of Directors as outlined in the Annual Plan of Operations of the Greene County Conservation District.
11. Assist with GCCD education activities. Assist in the coordination of watershed assessments and remediation projects as requested.
12. Understands, abides and respects appropriate chains of command and lines of communication regarding all department activities as it applies to elected officials, boards of directors, department heads, managers, supervisors, media, and the public.
13. Becomes familiar with and complies with all county policies.
14. Attends required meetings (county, regional, state or national), trainings and seminars deemed necessary.
15. Assists the department, county staff, and the public as needed.
16. Stays abreast of current and relevant topics and events applicable to the work of the department.
17. Demonstrates a working knowledge of Greene County municipalities, institutions, organizations, school districts, cooperating agencies, and civic leaders.
18. Maintains confidentiality of all office affairs and records.
19. In advance of leaving the office, alerts supervisor and/or co-workers. Employee should anticipate any incomplete or time sensitive tasks that may require a response during his/her absence.
20. Safety is paramount in the workplace and in the field. Knowledge of safety regulations is essential.
21. Develops and/or continually updates Procedure/Training Manual for your position to facilitate consistent quality service to residents, assists co-workers to accomplish your tasks in your absence, and creates ease of employee promotions.
22. Performs other tasks as assigned by supervisor to ensure program quality and program requirements are maintained.

SUPERVISION RECEIVED:

Works independently with direct supervision from the District Manager or other employee delegated supervisory capacity by the District Manager.

SUPERVISION GIVEN:

None

WORKING CONDITIONS:

1. This position is considered a field position, subject to outdoor conditions which may include occasional adverse weather conditions. May need to dress appropriately for working conditions: hardhat, reflective vests etc. Compliance with all OSHA and other regulations is mandatory, including proper clothing and footwear, etc.
2. Works indoors in adequate work space, temperatures, ventilation and lighting.
3. Works with average indoor exposure to noise, stress and disruptions.
4. Normal indoor exposure to dust/dirt.
5. Travels occasionally when needed to perform essential functions of job.
6. Subject to working evenings or extended hours for meetings or seminars related to the job.

7. Subject to walking outdoors over multi-terrain situations.

PHYSICAL AND MENTAL REQUIREMENTS:

1. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching necessary to carry out job duties.
2. Medium work with occasional lifting/carrying of objects with a maximum weight of ten (10) pounds.
3. Must be in good general health and demonstrate emotional stability.
4. Must be able to cope with the physical and mental stress of the position.
5. Must possess ability to record, convey and present information, explain procedures and follow instructions.
6. Must be able to sit, stand, walk and drive during the course of the day for various intervals.
7. Dexterity requirements range from simple coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.

QUALIFICATIONS:

To do this job successfully, an individual must be able to perform each essential duty satisfactorily. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

A. EDUCATION/TRAINING:

Have a Bachelor's Degree in one of the agriculture, environmental or earth sciences. Preferably have agricultural experience.
BA or BS degree in Environmental Science or other related field preferred.

B. WORK EXPERIENCE:

Prior experience in related field. Knowledge of agricultural practices, soil and water conservation, conservation practices and concepts.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Ability to learn and apply technical information.
2. Ability to communicate effectively with public agencies and to make group presentations.
3. Knowledge of survey equipment. Ability to read topographic maps, soil surveys and to perform scientific math computations.
4. Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
5. Must be able to pay close attention to details, coordinate efficiently and concentrate on work.
6. Must possess above average communication and interpersonal skills. Must be able to speak and understand the English language in a clear and concise manner, using correct spelling and grammar. Demonstrates discretion in choosing appropriate mode and tone of communications.

7. Records, conveys, presents, and seeks information, explains procedures, and follows instruction with precision and in a timely, congenial manner.
8. Relationships: Ability to establish and develop respectful working relationships and work effectively with private businesses, engineering firms, developers, contractors, municipalities, and private and public for-profit and non-profit organizations. Must possess ability to interact effectively with co-workers and general public and to respond accurately, and assist with routine questions/inquiries regarding department operations and procedures and/or directs inquiries to the appropriate resource.
9. Must possess excellent organizational skills and ability to coordinate several schedules and details or projects with accuracy and efficiency. Possesses the ability to prioritize multiple assignments.
10. Must possess the ability to maintain confidentiality in regard to County information and records and judiciously communicate to District Manager, DED Executive Director and colleagues.
11. Accountability: Must be diligent in pursuing goals and assignments in a timely and accurate manner, giving updates to supervisor as requested and as needed.
12. Demonstrates the ability to be a self-starter and to function independently with minimal supervision. Demonstrates initiative, problem-solving and critical thinking.
13. Compliance with current Employee Handbook and all of its updates/amendments is mandatory.

HOW TO APPLY:

Interested internal candidates should send a letter of intent and current resume to Human Resources Director, Rebecca R. Harris, County Office Building, 93 East High Street, Waynesburg, PA 15370.

External candidates apply online at www.co.greene.pa.us

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**AGRICULTURAL CONSERVATION TECHNICIAN
(ACT)**

Employee Experience Guidelines

Entry Level Technician

- Entry level with High School or Graduate Equivalency Degree (GED) education.
- Plans, surveys, designs, provides quality assurance for basic conservation BMP's with supervision.
- No or low (Level 1 & 2) engineering job approval for Inventory & Evaluation (I&E) and Design and Construction.
- Individual Development Plan details training, education, and experience to be achieved within an identified time period and “completed by” documentation.
- Attends and completes basic training in subjects pertinent to the position.
- Gathers information for conservation planning, completes portions of conservation plans.

Working Level Technician

- Meets requirements for “Entry Level Technician.”
- Has worked as an Entry Level Technician for at least two years, or has an associate (2-year) technical degree and minimum of 2 years experience at entry level.
- Low to medium engineering job approval (Level 2-3) for I&E, design, quality assurance for basic and complex conservation BMP's.
- Individual Development Plan details training, education, and experience to be achieved within an identified time period and “completed by” documentation.
- Has knowledge of and can apply standards, specifications and can identify and use reference material.
- Annual plans identify production levels and expectations of practices to be applied, projects completed, plans prepared.
- Can perform core skills independently, such as survey, produce topo maps, cross sections, and profiles, log soils, and communicate alternatives to the landowner.
- Can design and provide quality assurance independently for basic conservation BMPs.
- Has obtained “third party” recognition of ability and skill to perform work. For example: NICET (National Institution of Civil Engineering Technicians) Level II

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- certification such as: Erosion & Sediment (E&S) Control Technician or PA Nutrient Management Certification or other appropriate certification as approved by the Commission.
- Does complete conservation planning for simple operations or other natural resource planning for the geographic area of employment.

Master Technician

- Meet all requirements for “Working Level Technician,” and has worked at that level for at least four years.
- Medium to high (3-4 Level) engineering job approval for conservation BMP’s.
- Plans, designs and provides quality assurance for basic conservation BMP’s independently.
- Provides training and oversight to others in these areas.
- Provides input to engineers/planners on complex designs.
- Has obtained “third party” recognition of ability and skill to perform work. For example: NICET Level IV certification such as: Erosion & Sediment (E&S) Control Technician or equivalent as approved by the Commission.
- Can independently apply standards, specifications and find and use reference material.
- Annual plans identify production levels and expectations of practices to be applied, plans prepared, projects completed.
- Is knowledgeable of farm economics, animals, and plants in order to advise farmers on selecting BMP’s for installation.
- Does complete conservation or natural resource planning for typical operations in the area of employment.