

Susquehanna County Conservation District Job Description

Title: **Watershed Specialist**
Program: **Watershed Stewardship**
Classifications: **Full Time, Non-exempt**

Updated: **June 2013**

PURPOSE:

The purpose of this position is to coordinate watershed conservation efforts, educate, provide technical assistance and foster cooperation for watershed conservation in Susquehanna County by administering the Susquehanna County Conservation District's Watershed Stewardship Program. The formation of watershed organizations and the creation of strategies to restore and protect the county's groundwater and surface water resources are primary objectives of this position. The Watershed Resource Coordinator is under the direct supervision of the District Manager.

GOAL:

The Watershed Specialist's goal is to promote the stewardship of the watershed resources of Susquehanna County by coordinating watershed conservation projects and informing and assisting the general public, including individuals, businesses, private organizations, and government entities in watershed conservation. The Watershed Stewardship Program Coordinator's accomplishes this by having an understanding of a variety of natural resource conservation issues, including water resource regulations, best management practices, organizational development, project coordination, and grant writing.

JOB DUTIES AND RESPONSIBILITIES:

Watershed Specialist

This position is a grant agreement between the Pennsylvania Department of Environmental Protection's Growing Greener Program and the SCCD. The Watershed Specialist is responsible for providing technical, informational, and organizational assistance that will improve watershed organization development and the quality and quantity of the Commonwealth's surface and groundwater resources. The Watershed Specialist is a resource to both the public and private sectors.

Essential Job Functions

Implement measures to protect county water sources by:

Working with landowners, businesses, and other civic organizations by:

- Supporting existing watershed and conservation organizations with technical assistance, watershed planning and educational programs; assisting with the formation and development of local watershed organizations
- Assisting in the development and use of resource inventories, land use information, and available water quality assessments to identify existing and potential sources of non-point source pollution (NPS)
- Working with watershed groups to do any additional NPS problem assessment necessary to develop and implement a watershed management plan
- Providing technical assistance in the planning and implementation of structural and nonstructural best management practices designed to restore and protect surface and groundwater quality.
- Providing technical assistance in the planning and implementation of riparian buffers and other structural and non structural best management practices designed to protect surface and ground water quality
- Coordinate programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals, and governing agencies

Work with municipalities and other governmental agencies by:

- Facilitating the transfer of technical information among local, state, federal resource agencies, watershed groups and land managers
- Working with watershed groups and various government agencies to complete Watershed Restoration Action Strategies (WRAS) and assessing the effectiveness of existing non-point source programs
- Working with municipalities and County Planning Commissions to adopt model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management
- Assisting municipalities in resolving stormwater complaints and land use conflicts
- Upon request by DEP, assisting with data collection for Total Maximum Daily Loads (MDL)
- At their request, working closely with DEP Regional Manager on all Growing Greener proposals and projects within the county watersheds so as to avoid duplication of efforts
- Working closely with the DEP Watershed Manager to prepare and submit grant proposals to provide funding for non-point source watershed activities (technical support positions, 319 projects, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and implementation projects.

Dirt and Gravel Roads Pollution Prevention Program

Duties as the Susquehanna County Dirt and gravel Road Coordinator include, but are not limited to:

- Assisting the Quality Assurance Board
- Contacting the municipalities about the availability of funds
- Assisting in the review of proposed plans for adequacy and accuracy
- Spot checking of road construction materials prior to placement
- Conducting site visits during construction
- Attending relevant Dirt and Gravel Road Program training

ADDITIONAL JOB DUTIES AND RESPONSIBILITIES

Education and outreach by:

- Encouraging agencies and landowners to cooperate in watershed initiatives, and inform them of the technical resources and funding opportunities that are available
- Preparing outreach efforts for the general public and media on NPS issues, including the activities of various groups in different watersheds who are working to restore and protect the Waters of the Commonwealth
- Developing workshops and implementing demonstration projects on the inter-relationship between land use decisions and non-point source pollution prevention
- Annually conducting at least 5 educational activities in one or more of these categories:
 - Educational activities promoting watershed conservation
 - Publication of brochures, reports, newsletters, or newspaper articles, television/radio coverage promoting watershed activities and resource conservation/protection projects
 - Public exhibition of various displays promoting watershed education and activities
- Assisting with the coordination of the Susquehanna County **Envirothon**, including student training sessions
- Assisting with any combination of at least 5 activities from one or more of the following categories: *Watershed activities can include, but not limited to, riparian corridor problems, storm water management, flood control, floodplain management, land use regulations, aquifer and wellhead protection, habitat, ground water protection, wetland restoration, erosion and sediment control, and nutrient management*
 - Watershed monitoring activities
 - Watershed Assessment, restoration, or implementation plans
 - Data collection for total maximum daily load development
 - Watershed implementation projects
 - Watershed protection projects
 - Watershed restoration projects
 - Demonstration site development
 - Watershed training programs
 - Activities enabling local Watershed Associations to become more self-sufficient
 - Formation of a Council of Watershed Associations

Meeting training and certification obligations by:

Honing of communication and writing skills by attendance of training sessions for specialists and other programs designed to enhance such skills

- Attending training to stay current with advancing technologies related to water quality issues and best management practices
- Developing familiarity with the environmental laws and regulations under the District's accountability
- Gaining knowledge of current land use practices, innovative planning techniques and nonstructural best management practices (BMPs)
- Attending seminars/trainings in those areas that will improve abilities to carry out the duties required of this job, including but not restricted to DEP Watershed Academy, nutrient management, wetlands delineation, NRCS, local resource management and protection issues, project design techniques, land use planning, and land trusts/conservancies
- Attending any training as required by the Conservation District and DEP
- Attending any computer training need to effectively use Conservation District or DEP software

Fulfilling general District obligations by:

- Preparing a written monthly report of activities to the Board of Directors
- Serving on District Committees as assigned
- Assisting with the preparation of the District's Annual Report
- Assisting with updates to the District's webpage
- Submitting quarterly activity reports to DEP, maintaining these on the CDWS electronic database
- Preparing articles for newsletter or other publication as needed
- Attending staff and other meetings as requested
- Assisting with other Susquehanna County Conservation District needs and programs as deemed necessary by the District Manager
- Complying with the SCCD personnel policy

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- The ability to communicate effectively to a wide range of individuals and groups, both verbally and in writing
- The ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- The ability to exert moderate physical stress in sedentary to light work, involving climbing and balancing, ability to traverse uneven, rough terrain even in wet and slippery conditions, ability to lift, carry, push and pull, to stoop, kneel, crouch and crawl.
- The 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
- The ability to work under mildly unsafe and uncomfortable conditions, in regard to environmental factors such as temperature variations, odors, toxic agents, noise, vibrations, wetness, disease, insects and /or dust
- The 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.
- The possession of a valid State driver's license with the ability to safely operate a motor vehicle
- The ability to work independently with minimal supervision
- The ability and willingness to work some irregular hours, including evenings and weekends as required or approved by the District Manager

MINIMUM QUALIFICATIONS

- A Bachelor's Degree in environmental resources management, or a related field such as environmental science, geology, soil science, hydrology or agronomy
- OR any equivalent combination of training and work experience that provides equivalent knowledge, skills and abilities that are necessary to perform the duties listed in this job description
- AND experience with watershed management, coordinating stream programs and land use planning

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Susquehanna Conservation District will be based on merit, qualifications, and abilities. Susquehanna Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin (Title VII of the Civil Rights Act of 1964, as amended; Equal Employment Opportunity of 1972; Equal Pay Act of 1963), age (Age Discrimination in Employment Act of 1967, as amended), disability (American Disability Act of 1990), military obligations (Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and Section 7309 of the Military Code of 1975, P. L. 233, No. 92 as amended, 51 Pa. C. S. §7309), or any other characteristic protected by law (Pennsylvania Human Relations Act of 1955, as amended) (Bohlander, Snell, Sherman, 2001, p.47).

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.

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