

Cameron County Conservation District

CONSERVATION RESOURCE TECHNICIAN Job Description

Duties and Responsibilities: AGRICULTURE CONSERVATION

- Serve as a resource and technical advisor for cooperating agricultural producers and landowners to meet local, state and federal environmental requirement.
- Assess natural resource problems and as resources and program policies permit, provide technical assistance in the development of nutrient management plans, manure management plans, and erosion and sediment control plans.
- Work with the Natural Resources Conservation Service in the planning, design, installation, and maintenance of best management practices (BMP's).
- Provide information on financial resources (grants, loans, and cost-share) available to assist agricultural producers and landowners.
- Assists in maintaining all required record-keeping relating to program contracts so that the District may make accurate and timely reports to the appropriate agency or officials.
- Assists in arranging tours, field days, workshops, exhibits, demonstration projects, and other public education outreach which promotes nutrient management, manure management, and erosion and sediment control on farms.
- Attends technical training sessions to become proficient in the duties required of the Resource Conservation Technician. As appropriate, seeks and maintains NRCS Engineering Job Approvals for select BMPs and other applicable certifications.
- Investigate agriculture 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.
- Provide assistance to producers in the application process for the REAP Tax Credit Program, review and verify REAP applications.
- Keep District Manager informed of program implementation.

Duties and Responsibilities: EROSION & SEDIMENT CONTROL 102

- Assists in arranging workshops, exhibits, demonstration projects, and other public education outreach which promotes erosion and sediment control best management practices.
- Conduct erosion and sediment control (E&S) plan technical reviews pursuant to DEP rules and regulations, document technical deficiencies, notify the appropriate party of E&S deficiencies, and process plans for final E&S approval.

- Receive, process and review Individual NPDES, General NPDES, ESCGP and ESCP permits for stormwater discharges associated with construction, gas/oil and timber harvesting activities.
- Receive, process and acknowledge NPDES and ESCGP co-permittee and permit transfer applications.
- Receive, process, and conduct a site inspection for NPDES notices of termination forms.
- Conducts site inspections of earth disturbance activities and document site conditions and violations of applicable laws and regulations on the standard inspection forms provided by DEP.
- Investigates complaints and recommends feasible solutions or corrective measures.
- Serve as a resource and technical advisor for erosion and sediment control rules and regulations and stormwater management requirements.
- Keep District Manager informed of program implementation.

Duties and Responsibilities: DAM SAFETY AND WATERWAY MANAGEMENT 105

- Provide education and outreach services on the Chapter 105 program:
- Conduct a minimum of two informational and/or educational programs per calendar year on general programs for school students, watershed groups, civic groups or the general public, specialized educational programs for the regulated community.
- Issue a minimum of two news releases per calendar year (releases include newsletters, newspaper articles, TV and radio public announcements, etc.)
- Maintain a system, developed by DEP, including appropriate files, for the receipt, assessment and resolution of Water Obstruction and Encroachments complaints:
- Respond to complaints from the general public within 10 calendar days of receipt. For complaints received from the Department Regional Office, investigate and document the complaint investigation on the prescribed Department Chapter 105 inspection report from within 15 calendar days of receipt of complaint.
- Attempt to achieve voluntary compliance and site resolution within 30 calendar days of complaint investigation which involved a delegated Chapter 105 related activity. Inspect site after 30 calendar days for compliance. Once compliance is achieved, close the case and notify DEP. If unable to achieve voluntary compliance, refer the complaint to the appropriate Department Regional Office.
- Receive, review and acknowledge registration of authorized GP's issued by the Department under 25 Pa. Code Chapter 105 within 30 calendar days.

Provide the DEP with program quarterly reports that detail accomplishments under the delegation. The District will submit the forms to the DEP by the 15th day following the end of the quarter.

OTHER DUTIES

- Attend monthly board meetings and provide a monthly report to the Board of Directors.
- Work with other local, state, and federal natural resource agencies and organizations to better improve the natural resources within Cameron County.
- Assist District Manager by providing technical assistance, recommendations, and job oversight to municipalities involved with the Dirt & Gravel Roads Program.
- Assist other District staff with the Envirothon, training events, workshops, field days, and other educational activities.
- Assist District staff in noxious and invasive weed surveys and promote the use of native species for landscaping and wildlife habitat improvements. Provide educational materials and technical assistance to landowners to help control the spread of invasive species.
- Other duties as assigned by District Manager

ESSENTIAL JOB FUNCTIONS:

- Ability to pass and maintain professional certifications as required by program delegation agreements.
- Ability to read and apply rules, regulations, manuals, policies, and procedures in the preparation and implementation of the programs.
- Ability to speak and understand the English language and to follow oral and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to have initiative in problem solving skills in relation to projects.
- Ability to function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.
- Ability to operate personal computers and other office equipment including GIS and topography software.
- Ability to possess knowledge through engineering skills, practice and methods needed to carry out quality projects.
- Ability to maintain confidentiality in regard to client information and records.
- Ability to work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.

- Ability to maintain valid Pennsylvania driver's license and safely operate motor vehicle while carrying out assigned duties.
- Possess a reliable vehicle that can be utilized for field work purposes on a daily basis. Mileage will be reimbursed at the standard GSA rate.

EDUCATION & TRAINING:

- Possess a bachelors degree (4-year degree) in environmental studies, natural resource management, geology, engineering, agriculture or similar area of study with an emphasis on natural resources and/or agriculture OR possess a combination of applicable education, training and experience that is equivalent to a 4-year degree or greater.

SALARY AND BENEFITS

- Pay is commensurate upon experience \$13.00 - \$19.00 per hour (37.5 hours per week)
- Paid holiday, vacation, and sick leave
- Benefits as described in the Cameron County Employee Handbook