

Lebanon County Conservation District

Job Announcement

June 20, 2022

POSITION: Watershed Specialist
LOCATION: Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042
AVAILABLE: July 2022
JOB TYPE: 7:30am – 4:00pm, Monday through Friday
PAY RANGE: \$35,000 - \$50,000 annually based on experience plus benefits
Salary may be re-evaluated and revised after satisfactory completion of employee's probation.

Lebanon County Conservation District is seeking an innovative and organized
Watershed Specialist!

The Conservation District Watershed Specialist Program was formed in 2000 with the understanding that “a small group of thoughtful, committed citizens can change the world.” This quote from Margaret Mead continues to serve as inspiration for the passionate and dedicated individuals who serve throughout Pennsylvania as Watershed Specialists.

The Watershed Specialist is tasked with a variety of responsibilities but the essence of the position remains true to its original focus of enabling communities to affect positive change in water quality. This purpose is most commonly accomplished through securing state, federal, and private grants to implement water quality restoration projects, acting as a liaison between watershed groups and various state agencies, and assisting the public in finding local solutions to local environmental problems, along with educating on the importance of improving water quality. The Watershed Specialist will also interact with the agricultural community by conducting Chesapeake Bay inspections, Agricultural Land Preservation inspections, and assisting producers with manure management planning.

If you feel you have the dedication, desire, personality, hard work ethic, and skills to complement our accomplished staff, we'd love to hear from you.

***Candidates are encouraged to submit applications, resumes and cover letters electronically to
katie.doster@lccd.org.***

Application materials must be received by July 8, 2022.

An Equal Opportunity Employer

Lebanon County Conservation District
2120 Cornwall Road, Suite 5
Lebanon, PA 17042

Job Description: **Watershed Specialist**
Approved By: Board of Directors
Date Approved: June 16, 2022

ACCOUNTABILITY: Employee reports to Assistant District Manager and District Manager

RESPONSIBILITIES:

Watershed Specialist Program

- Refer to Required Deliverables for Results-Based Funding of Watershed Specialists

Education & Outreach

- Orchestrate Lebanon County Elementary, Middle and High School Envirothon programs
- Identify and pursue funding opportunities to support Envirothon programs

Chesapeake Bay Technician Program

- Conduct assigned Chesapeake Bay inspections
- Assist agricultural producers with manure management planning
- Develop agricultural erosion and sedimentation control plans

Lebanon County Agricultural Land Preservation Program

- Conduct preserved easement inspections

PERFORMANCE STANDARDS: Employee is required to be dependable and schedule own time to perform routine duties, occasionally without direct supervision. Employee is required to have excellent communication skills, high standards of organization and possess an intellectual sense of detail. Employee shall have patience and determination to analyze a problem thoroughly and resolve it accurately in a timely manner. Employee shall respond promptly and sensitively to customer concerns and apply discretion in choosing a method of response. Employee is expected to maintain a personable and optimistic attitude throughout the workday. Employee is expected to remain current with program changes and to obtain and apply new skills required to maintain an optimum level of job performance. Employee will be evaluated on performance and is expected to consistently meet or surpass all requirements and expectations.

PHYSICAL DEMANDS: Job may require walking and traversing all types of terrain in all weather conditions, occasional climbing and occasional lifting up to 25 pounds.

REQUIREMENT: Possess a valid motor vehicle operator’s license as issued by Commonwealth of Pennsylvania.

Lebanon County Conservation District reserves the right to add or change the duties at any time.

LEBANON COUNTY CONSERVATION DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

REQUIRED DELIVERABLES FOR RESULTS-BASED FUNDING OF WATERSHED SPECIALISTS

As a Conservation District employee, the Watershed Specialist is a resource to both the public and private sectors. The general duties of the Watershed Specialist are to provide 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 focus of this work relates to watershed assessment and monitoring, procurement of funding, technical assistance, education and outreach, and the creation, implementation and coordination of workplans and strategies to restore and protect groundwater and surface water resources. The Watershed Specialist is under the direct supervision of the District Manager and is accountable to the Conservation District Board of Directors.

Every Watershed Specialist is required to:

- Select one or several priority watersheds of manageable scale (i.e., 15 square miles or less) in which focused protection and restoration work will occur.
- Develop, or support the development of, a watershed based plan or a similar restoration or protection strategy which identifies threats to water quality within the priority watershed(s) and outlines activities that address identified nonpoint source pollution sources or protective actions; and implement these activities within those identified priority watersheds to the extent that available resources allow.
- Work closely with the regional DEP Watershed Manager on proposals and projects within the watersheds, and in mentoring watershed organizations. Watershed Managers are DEP employees stationed in either regional or district mining offices.
- Prepare and provide written reports of the Watershed Specialist's activities to the Board of Directors. Compile and submit quarterly reports to the DEP on the form provided by the Department.
- For each Growing Greener or Section 319 grant awarded or completed in the county, enter the data provided on the Goals & Accomplishments Form in the PracticeKeeper geospatial database.
- At the end of each one-year grant cycle, compile and submit to the DEP a synopsis of activities that occurred in or progress made in completing watershed based plan/strategy development and/or implementation. In this annual synopsis, identify those waterbodies that have shown measurable water quality improvement or on which restoration work has been completed during the contract period. Report form to be provided by the Department.
- Attend pertinent training sessions, including the annual statewide Conservation District Watershed Specialist meeting and at least one regional Watershed Specialist meeting.

In addition to the above, the Watershed Specialist will complete the following activities.

WATERSHED ACTIVITIES: The Watershed Specialist will annually plan and execute at least ten (10) Watershed Activities across one or more of the following categories:

- Develop or assist with the development of watershed based plans or similar watershed restoration/protection strategies,
- Implement or support the implementation of WBPs or similar restoration/protection strategies, Design or encourage the design and implementation of water quality protection BMPs,
- Develop or encourage the development and implementation of watershed restoration projects or assist with the development and implementation thereof,
- Motivate and assist stakeholders in the implementation of watershed restoration and protection projects,
- Develop or implement demonstration sites or assist with the development and implementation thereof. Demonstration Sites are those sites involving innovative technologies, resource recovery and/or reuse, energy development or new designs to minimize operation/maintenance costs,
- Provide assistance in support of the sustainability of local watershed associations or the development of watershed councils,
- Provide technical assistance to landowners and other citizens as requested,
- Water quality and/or quantity monitoring. Data should be made available to DEP upon request, Activities that support nutrient credit trading.

Note: Watershed Activities are activities that include but are not limited to the following: riparian forest

buffer installation, bank stabilization, stormwater management, floodplain management, well-head protection, source water protection, water resource planning, ground water protection, wastewater reuse, abandoned mine drainage reclamation, wetland construction and restoration, agricultural BMP implementation, water quality monitoring, water quantity monitoring, erosion and sedimentation control, nutrient management and other activities pertinent to the planning, implementation, and tracking of activities that protect or restore the water resource. This tracking includes the entry of project and BMP data in the PracticeKeeper geospatial database.

WATERSHED PROJECTS AND PROPOSALS (WPP): The Watershed Specialist will annually complete at least three (3) Watershed Project and Proposal activities across one or more of the following categories:

- Preparation and submittal of grant applications to obtain funds from federal, state, local, and private sector funding sources for the purpose of watershed based planning or strategy development, resource monitoring, watershed assessment, and BMP implementation,
- Preparation and submittal of reports, reimbursement requests or other documents necessary to manage and maintain grant funding,
- All other work associated with the maintenance and management of grants.

Note: Watershed Project and Proposal (WPP) activities involve those activities necessary to prepare, submit, and manage grant funded projects not including the Growing Greener funds used to staff the CDWS position. Activities under this category include researching grant opportunities, preparing and assembling grant application, tracking funds and preparing documents required by grantors to satisfy grant requirements. Activities that involve the implementation of grants where that implementation involves the design and implementation of BMPs should be reported under Watershed Activities.

TRAINING PROVIDED: The Watershed Specialist will annually plan and execute at least five (5) training activities across one or more of the following categories. Examples of training activities a watershed specialist may provide to stakeholders includes but is not limited to:

- Trainings that promote watershed restoration, protection, or conservation by instructing attendees on these concepts,
- Trainings both in and out of the classroom that may lead to the design, implementation, or maintenance of water quality, water quantity BMPs, or water resource conservation and protection,
- Production and distribution of training materials through traditional and contemporary media outlets promoting watershed awareness,
- Exhibit displays promoting watershed protection, conservation and restoration in a public forum in order to direct the public to implement practices to restore or protect water resources.

Note: Trainings provided do not include the attendance at routine meetings such as district board meetings, but may include attendance at watershed association meetings if training is delivered at that meeting. Further, DEP encourages Watershed Specialists to provide training to stakeholders that results in or directly relates to the planning, implementation, and tracking of water resource activities such as BMP installation and maintenance, surface and groundwater monitoring, and the propagation of species of special interest.

TRAINING ATTENDED: The Watershed Specialist is required to annually attend at least three (3) training events.

- Attend the Department sponsored *Annual Conservation District Watershed Specialists Meeting*. Attendance at this annual training event is required of all Watershed Specialists to maintain grant reimbursement eligibility,
- Attend/participate in at least one regional Watershed Specialist Meeting annually. This meeting is to be coordinated by the Watershed Manager (DEP) or collaboratively by the Watershed Specialists located within each respective region,
- Attend/participate in one other training event,
- Attend training events as required by the Conservation District,

- Attend training events and/or engage in coursework necessary for the Watershed Specialist to maintain or build upon knowledge, skills and abilities needed to perform the duties described herein.

Note: The Department strongly encourages continuing education of all Watershed Specialists and requests that Conservation Districts make every effort to provide time and opportunity for Watershed Specialists to seek out and obtain training opportunities necessary to effectively plan, implement and track watershed protection and restoration activities in their respective counties. Training Attended (TA) may include webinars, seminars, college courses, symposiums, workshops, and training academies, both online and in traditional formats.