



## **AGRICULTURE CONSERVATION SPECIALIST POSITION DESCRIPTION**

### **SUMMARY**

The purpose of this position is to carry out the duties and responsibilities identified in the District's Nutrient Management Act (Act 38) Delegation Agreement and agricultural conservation planning. These responsibilities may include but are not limited to: assistance in development of manure management and agriculture erosion & sedimentation control plans; design and implementation of best management practices for farm conservation & watershed restoration; public education and outreach; and the review of Act 38 nutrient management plans & REAP applications.

### **JOB DUTIES AND RESPONSIBILITIES:**

- Provide assistance to local agricultural producers with farm planning and implementation of best management practices according to the PA Technical Guide and PA Clean Streams Law
- Complete administrative and technical reviews for adequacy of Act 38 nutrient management plans
- Provide action recommendation to the District board upon Act 38 plan review
- Provide assistance with conservation farm planning and application (office and field) to reduce soil erosion and improve water quality
- Educate the agricultural community on conservation practices to reduce non-point source pollutants
- Educate farmers in proper nutrient and manure management practices
- Encourage and introduce farmers to management practices that promote sustainable agriculture
- Assist agricultural producers with writing manure management plans
- Work with NRCS partners to implement conservation practices
- Assist NRCS with writing conservation plans
- Continue with the implementation of the South Branch Plum Creek Watershed Implementation Plan
- Implement the District's Agricultural Compliance Policy that includes investigation of agriculture soil erosion and sedimentation and manure related complaints, provides technical assistance and makes referrals to the board for action to forward to appropriate agencies/organizations when necessary for enforcement
- Administer Indiana County Farmland Preservation Program
- Handle all agricultural chapter 102/105 permits, inspections, complaints, education and outreach
- Prepare and submit grant proposals to provide funding to implement conservation practices
- Maintain all appropriate records and file for grant reimbursements
- Assist with demonstration projects, field days, and tours
- Assist other District staff with the Indiana County Envirothon, training events, workshops, field days, and other educational activities
- Work to promote a "District team concept" by assisting in various other related functions, activities and programs of the District
- Prepare monthly activity report for and attend the Board of Directors' meeting
- Fundraise by writing grant applications, etc... to support position and projects
- Provide construction oversight on projects
- Assist other District staff with projects/programs as needed
- Work with Manager to develop equipment rental program and oversee the program once developed
- Other duties as assigned



### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Associates' degree in agriculture, agronomy, environmental studies, natural resource management, engineering, or similar area of study OR possess a combination of applicable education, training and experience that is equivalent to a 2-year degree or greater.
- Basic knowledge of soil and water conservation issues, land use practices, innovative planning techniques, best management practices (BMPs) and applicable local, state and federal laws, rules and regulations.
- Ability to read and interpret administrative procedures manuals, technical literature, topographic maps, contracts, engineering plans, bid documents, cost estimates, construction standards and specifications.
- Good interpersonal skills and ability to communicate effectively with a wide range of individuals and groups, both verbally and in writing.
- Knowledge of computer word processing, spreadsheet, and database and the ability to operate computers.
- Experience with ArcGIS preferred but not mandatory.
- Ability to work with minimal supervision.
- Ability to oversee all phases of a construction project from planning through final certification.
- Possess a valid 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 State rate.

### WORK CONDITIONS

The position will require both field and office work. Field work will require your own transportation and the ability to work in all weather conditions. The office environment will require the ability and tolerance to work in close proximity to other employees. The noise level in the work environment is usually moderate.

### PHYSICAL AND MENTAL CONDITIONS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of this job and encourages both prospective employees and current employees to discuss potential accommodations with the District. The Indiana County Conservation District is an Equal Opportunity Employer.

- Must be able to sit for long periods throughout the workday, with occasional periods of standing, walking, bending, twisting, balancing, crouching, kneeling, and reaching necessary to carry out the duties of the job.
- Dexterity requirements range from simple to coordinated movements of fingers/hands/arms, feet/legs, and torso necessary to carry out the duties of the job.
- Occasional lifting/carrying of objects with a maximum weight of fifty pounds.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Must be able to pay close attention to details and concentrate on work.
- Must possess the ability to record, convey, and present information, explain procedures, and follow instructions.

### WORK SCHEDULE

Successful candidate will work under a 6-month probationary period.

This is a full-time position, which could lead to a permanent position eligible for District benefits after successful completion of required probationary periods. Salary range \$30,000 to \$33,000. Normal workweek is 8:00 a.m. to 4:30 p.m. Monday through Friday, utilizing a ½ hour unpaid lunch period with occasional evening and weekend hours as special conditions, meetings or projects arise.



## APPLICATION PROCEDURE

Submit:

- Cover letter and resume.
- Three references with contact information.

To:

- d.beri@iccdpa.org with “Agriculture Specialist Resume” in the subject line in PDF format, or
- Indiana County Conservation District, 350 N 4<sup>th</sup> St., Indiana, PA 15701.

Deadline for submittal is September 13, 2019.

Anticipated start of employment is October 21, 2019.

## BENEFITS

A good benefits program is a solid investment in Indiana County Conservation District employees. The Conservation District will periodically review the benefits program and will make modifications as appropriate. The Indiana County Conservation District reserves the right to modify, add or delete the benefits it offers.

## ELIGIBILITY FOR BENEFITS

If you are an eligible full-time employee, you will enjoy all of the benefits described below. Coverage's are available to you and your dependents as defined in the benefit summary plan descriptions.

The Indiana County Conservation District does not recognize Common-Law and/or Domestic Partner relationships for benefit eligibility purposes.

## INSURANCE COVERAGE

The Indiana County Conservation District is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available to you and your family. You become eligible for health care coverage immediately upon employment.

The following benefits are provided, as defined and limited in the literature provided by our insurance broker:

- Medical Care Coverage
- Prescription Benefits
- Vision Benefits
- Dental Care Coverage

Upon enrolling, you will obtain summary plan descriptions describing your benefits in detail. The Indiana County Conservation District currently pays 92% of the full premium of this program for both the employee and the dependent insurance coverage's. Balance is employee's responsibility and will be deducted from paycheck.

Life, Accidental Death and Dismemberment and Dependent Life Insurance will be provided. Amount of insurance provided is \$25,000 on the employee and \$5,000 on dependents. Insurance coverage will be effective one year after your anniversary date (first date of employment).

## WORKERS' COMPENSATION

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness that is directly related to performing your assigned job duties. This job-injury insurance is paid for by the Indiana County Conservation District. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your medical bills and provides a portion of your income until you can return to work.



## UNEMPLOYMENT COMPENSATION

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the Indiana County Conservation District. Eligibility for Unemployment Compensation is determined by the Bureau of Employment Security of the State Department of Labor & Industry.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

## SOCIAL SECURITY

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your weekly wages to the trust fund from which benefits are paid. As your employer, the Indiana County Conservation District is required to deduct this amount from each paycheck you receive. In addition, the Indiana County Conservation District matches your contribution dollar for dollar, thereby paying one-half of the cost of your Social Security benefits.

## RETIREMENT PLAN

All eligible employees are automatically enrolled in the Pennsylvania Municipal Retirement System. Benefits are provided as defined and limited in the literature provided by the Pennsylvania Municipal Retirement System. Eligible employees include only full-time employees.

Eligible employee's enrollment date in the Conservation District's retirement system will be effective 90 days after your anniversary date. Five years and 90 days after your anniversary date, your pension is vested.

## CONTRIBUTIONS

The Indiana County Conservation District contributes a minimum of 5% of your salary to the Pennsylvania Municipal Retirement System. Employees, through payroll deductions, may contribute to their retirement account at regular intervals subject to the terms and conditions as set forth in the Indiana County Conservation District Municipal Employees Pension Plan Agreement. Employees will receive yearly reports from the Pennsylvania Municipal Retirement System of the value of their retirement account.

## PAID HOLIDAYS

All active full-time employees will receive paid holidays, in accordance with the following schedule:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Good Friday
- Memorial Day
- Flag Day
- Fourth of July
- Labor Day
- Columbus Day
- Veterans' Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- One Personal Day\*



\* New Employees are eligible for a personal day only if hired prior to July 1.

ANNUAL VACATION TIME

Full-time employees are entitled to annual leave at the following schedule based on their anniversary date. The following annual leave schedules are effective for all eligible full-time employees:

<b>Years of Service</b>	<b>Annual Leave</b>
1 – 5 years	3.08 hours per pay period
6 - 10 years	4.62 hours per pay period
11 - 15 years	4.93 hours per pay period
16 - 20 years	6.16 hours per pay period
20 + years	6.47 hours per pay period

SICK LEAVE

Full-time employees accrue 4 hours of sick leave per pay period. Employees are eligible to take sick leave ninety (90) days after their hire date.

Sick leave may include:

1. Illness of the employee
2. Medical or dental appointments that cannot be scheduled during non-working hours
3. Limited family care sick leave

