



## ORANGE COUNTY SOIL & WATER CONSERVATION DISTRICT

225 Dolson Avenue, Suite 103, Middletown, NY 10940

PHONE: (845) 343-1873

[kevin.sumner@ocsoil.org](mailto:kevin.sumner@ocsoil.org)

### District Technician Job Description/Position Announcement 4/2017

Orange County Soil and Water Conservation District is a non-regulatory natural resources management agency with a strong focus on nonpoint source pollution control – especially erosion control and stormwater/runoff control in both the agricultural and urban settings. Because our agency has a small staff, we are seeking an individual with diverse interests, abilities and skills in order to better meet the needs encompassed by our program focus areas.

A four year degree in a related field – e.g. engineering, environmental science, etc. is preferred for this position. There will be a large fieldwork component, therefore applicants should be in excellent physical condition.

Work tasks and valuable skills for this position:

#### TYPICAL WORK TASKS

- Developing, and assisting with the development of, Agricultural Environmental Management (AEM) Plans and related documents for participating farmers
- conducting surveys using laser levels and similar equipment
- planning, designing and supervising the construction of conservation and stormwater management practices
- preparing natural resource inventories, watershed management plans and related documents
- reviewing site plans and subdivision proposals with regard to erosion and sediment control and stormwater management provisions, implementing urban conservation measures
- towing, maintaining, and assisting farmers with operation of conservation planting equipment and other field equipment
- preparing articles and other documents to publicize Conservation District activities

#### BOARD OF DIRECTORS

Gary Keeton  
394 Guymard Turnpike  
Middletown, NY 10940

Paul Ruskiewicz  
PO Box 462  
Pine Island, NY 10960

Paula DeBlock  
133 Whitford Road  
Westtown, NY 10998

John Wright  
329 Kings Hwy.  
Warwick, NY 10990

- representing the Conservation District at meetings, public events and similar functions
- developing new programs to address natural resource management concerns in Orange County
- providing soils, wetlands and related natural resource information to the public
- assisting in the delivery of other Conservation District programs as needed, including but not limited to seedling sales, tree plantings, stream clean-ups and youth environmental education programming.

Much interaction with landusers, local officials, other agency staff and the general public will occur with this position, so interpersonal and communication skills are an important requirement. Strong writing skills are a big plus.

All of the following skills/qualifications will not be required, but we will be seeking a candidate with strengths in as many of these areas as possible:

#### IMPORTANT SKILLS

- civil engineering/hydrology - operating surveying equipment, creating maps from survey data, plotting profiles and cross sections, calculating runoff volumes and rates, preparing project plans, lists of materials, etc.

#### DESIRABLE SKILLS

- computer skills - spreadsheets, word processing, GIS/Arcview, Powerpoint, MS Publisher, MS Access
- mechanical - basic equipment maintenance such as changing bearings, bushings and other parts
- agronomy: use of fertilizers and pesticides, crop and soil management, planting techniques
- writing and public speaking skills

Certifications that would be desirable for a person in this position to have or to work towards obtaining include:

CPESC – Certified Professional in Erosion and Sediment Control  
CPSWQ – Certified Professional in Stormwater Quality  
CCA – Certified Crop Advisor  
CNMP – Certified Nutrient Management Planner  
Pesticide Applicator

## Percent of Time Spent on Various Responsibilities

The following estimates will provide the applicant with general guidance on the most important or time-consuming tasks of the job.

Transporting, maintaining, and assisting farmers with the operation of field equipment (primarily planting equipment) -**15%**

Planning, designing and supervising construction of conservation practices on agricultural land -**25%**

(This work is supported primarily by the New York State Agricultural Nonpoint Source Abatement and Control Grants Program. Therefore, grant proposal development, reporting, and general administration tasks are included and necessary)

Urban Conservation programming – including promoting Green Infrastructure/Runoff Reduction, designing urban conservation practices, -**15%**

Conducting farm environmental assessments, and preparing related documents and reports (Agricultural Environmental Management Program-AEM) -**30%**

Other tasks including but not limited to responding to requests for natural resource information from the public, agricultural assessment program and farmland/open space protection program support, tree and shrub seedling sale, environmental education, alternative energy, riparian restoration, etc. – **15%**

Note: these estimates are provided as general guidance only. Breakdown of time spent on various tasks may change significantly depending on workload demands, available funding, employee aptitude and other variables.

This position is subject to civil service hiring provisions. See the attached Job Classification Specification that more specifically defines the educational requirements for the position.

This position offers Sick Leave, Annual Leave, Personal Leave, Health Insurance and other benefits subject to negotiation.

**Interested parties should forward a cover letter and resume to Kevin Sumner, Conservation District Manager at the above USPS address or email address.**