



## Hamilton County Soil and Water Conservation District

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*Working to manage and promote the wise use of natural resources in Hamilton County since 1965.*

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## Vacancy Announcement Soil and Water District Technician

**Job Details:** This is a provisional full-time appointment (40 hrs/week). Incumbent will need to take a civil service exam, pass and be reachable on the certified list to be permanently appointed. Benefits include social security, medical, dental, retirement benefits, vacation, personal, and sick time. Additional compensation will be based on education and experience. New York State Civil Service Competitive Position.

**Typical Work Activities:** Perform a variety of technical duties related to the establishment of conservation practices on public and private properties. Oversee the Agricultural Environmental Management Program and Trail Stewardship Program. Assist landowners and units of government with the planning, surveying, design, and implementation of environmental conservation practices and programs. Assist with obtaining permits from state and federal agencies for soil and water related management practices. Assist staff with lake and stream sampling, laboratory analysis, database management, and results analysis. Assist with the Tree and Shrub Program, Hydroseeding Program, and Invasive Species Program. Assist with the Hamilton County Envirothon and Conservation Field Day. Develop and give conservation presentations for a demographic that includes all age groups.

**Required knowledge, skills, and abilities:** A working knowledge of various resource areas such as erosion control measures, water quality and water monitoring, invasive species, soils, forestry, and wildlife management. Additional qualifications include: survey and designing skills, good communication and organizational skills, ability to get along with others, ability to carry out written and oral instructions, word processing and spreadsheet skills, ability to work in the field in differing climatic conditions and adequate physical condition to complete tasks in the field.

**Minimum qualifications: Either:**

A. Two year college degree in natural resource management, biology, limnology, environmental sciences, or related field, OR

B. High school degree with two years of experience in a related environmental field.

**Special requirements:** Possession of an appropriate level NYS driver's license at the time of appointment. This position will be a provisional appointment and requires the incumbent to score in the top 3 of the civil service exam.

**How to apply:** To obtain an application visit [www.hcsxcd.com](http://www.hcsxcd.com) or call 518-548-3991. Send cover letter, resume, and employment application to Caitlin Stewart, District Manager by 4:30 PM on September 22, 2022.

*All programs of the Hamilton County Soil and Water Conservation District are offered on a nondiscriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, or marital or family status*

## **SOIL AND WATER CONSERVATION DISTRICT TECHNICIAN**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The District Technician is a position that involves technical and administrative assistance to the Soil and Water Conservation District. The incumbent will perform a variety of technical duties related to the establishment of conservation practices on public and private properties. The incumbent implements natural resource conservation programs, studies, and fieldwork under the direct supervision of the District Manager and with guidance from the Board of Directors.

### **TYPICAL WORK ACTIVITIES:**

- Assists in providing or assembling technical and background material and information as requested by the District Manager or Board of Directors;
- Provides technical assistance to landowners and units of local government including the planning, survey, design, and implementation of environmental conservation practices and programs;
- Attends functions, meetings, and trainings, and serves on committees on behalf of the SWCD as required by the District Manager and as necessary;
- Assists landowners and municipalities with obtaining permits from state and federal agencies for a variety of soil, water and related management practices;
- Assists the public with conservation information requests;
- Collects data and prepares surveys, maps, and specifications concerning potential conservation projects;
- Helps maintain District records;
- Prepares a monthly Technician's Report to the Board of Directors. Develops and posts a weekly schedule and daily narrative;
- Assists in grant preparation as assigned by a higher-level official;
- Assists with implementing District programs such as the Tree and Shrub Program, Hydro seeding Program, Invasive Species Program, and Lake Monitoring Program;
- Assists with the District's conservation education program including the Hamilton County Envirothon, Conservation Field Day, and presentations;
- Other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of various resource areas such as water quality, invasive species, soils, forestry, wildlife management, and sediment and erosion control; knowledge of surveying and GIS is preferred; good communication skills; ability to get along with others; ability to carry out written and oral instructions; reliability; ability to interpret maps, charts, and graphs; manual dexterity; mechanical aptitude; accuracy; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS: (Either)**

- A.) Associate's degree or higher in natural resource conservation, forestry, environmental science, geology, geography, physical or natural science or related fields; OR
- B.) Graduation from high school or possession of a high school equivalency diploma with two (2) years of experience in woodland conservation, natural resources, construction, engineering, environmental planning, land surveying, or related environmental fields.

Revised: April 10, 2019