

JOB TITLE: Soil Conservationist

SWC/1

DEPARTMENT: Soil and Water Conservation, Rutherford County

JOB SUMMARY: This position is responsible for planning and implementing soil and water conservation services and education programs.

MAJOR DUTIES:

- o Manages a Clean Water Management Trust Fund Grant for the district; provides technical and administrative services.
- o Qualifies clients for the program; inspects properties.
- o Prepares plans, contracts, and schedules for each client.
- o Inspects work to insure it is performed in a correct and timely fashion; takes before and after photographs.
- o Prepares reimbursement payments for clients and county; enters data to ledgers and prepares monthly reports.
- o Attends district meetings; attends training and conservation update sessions.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of agronomy and soil science principles and practices.
- o Knowledge of waste management systems and irrigation equipment and designs.
- o Knowledge of farm machinery operations and farming techniques.
- o Knowledge of engineering standards and specifications.
- o Knowledge of county ordinances and relevant state and federal laws and regulations.
- o Knowledge of department policies and procedures.
- o Knowledge of local, regional, state, and national environmental issues.
- o Knowledge of funding sources and their requirements.
- o Knowledge of the geography of the county.

- o Skill in reading and interpreting maps and plans.
- o Skill in planning, prioritizing, and organizing work.
- o Skill in gathering data and preparing reports.
- o Skill in using basic office equipment such as a computer, calculator, copier, and printer.
- o Skill in using surveying and measurement tools and equipment.
- o Skill in drawing technical designs.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The District Conservationist assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county ordinances, department policies and procedures, relevant state and federal laws, and the *North Carolina Natural Resource Conservation Service Field Office Technical Guide*. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical duties pertaining to soil conservation. The number of guidelines to be interpreted, sensitive environmental issues, and frequent contact with landowners contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide professional assistance regarding land use planning, engineering practices, and incentive programs that help landowners protect natural resources. Successful performance in this position helps ensure ecologically-sensitive development and shapes the quality of life within the county.

PERSONAL CONTACTS: Contacts are typically with co-workers, other county employees, state and federal agency representatives, farmers and landowners, developers, other environmentalists, consultants, engineers, teachers and students, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, motivate or influence persons, provide services, and negotiate or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or walking. The employee occasionally lifts light and heavy objects.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee is exposed to dust, dirt, machinery with moving parts, occasional cold or inclement weather, uneven terrain, and insects and other pests. Field work requires the use of protective devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.