

Piedmont Soil and Water Conservation District
Job Description

TITLE - TMDL Conservation Programs Technician (BMP, TMDL) Full Time

This position is classified as EXEMPT under the Fair Labor Standards Act.

PURPOSE

The TMDL Conservation Technician assists in carrying out the objectives in the Strategic Plan and Annual Plan of Work of the Piedmont Soil and Water Conservation District. This includes support for the Virginia Agricultural BMP Cost-Share Program in TMDL identified watersheds; TMDL plan implementation; assisting SWCD, DCR and NRCS personnel with conservation farm planning; and assisting with district tours, district exhibits and public promotion. This position carries out the goals of the TMDL program as outlined in DCR Grant Agreement TMDL-2006-0 and is a two year grant funded position that will expire June 30, 2012, however, the position may be renewed based on available funding, as was the circumstance in 2008 and 2010.

QUALIFICATIONS

- Have a valid Virginia driver's license with a good driving record to be verified by DMV.
- Knowledge of agriculture and conservation. Have a basic knowledge of layout and design of best management conservation practices.
- Be able to professionally communicate both orally and in writing.
- Ability to schedule time wisely and record daily log of work. Ability to follow instructions as well as to plan and organize own work.
- Ability to accept responsibility and initiate appropriate action. Ability to adapt to new and changing situations.
- Ability to work with individuals, groups, organizations and other governmental agencies.
- Basic computer skills. ArcView GIS, MS Word and Excel, are a plus.
- Ability to follow training plan and have the willingness to seek further training and education. Will earn Conservation Planning Certification Level I as a requirement of the position.
- Ability to interpret and follow applicable policies and procedures.
- Ability to perform mathematical calculations necessary in design of best management practices.
- Ability to interpret and correlate information from maps such as topographic, soils, hydrologic units, etc.
- Must be a team player.
- Must be able to conduct fieldwork in uneven terrains and adverse weather conditions.
- Ability to pass United States Department of Agriculture - NRCS security background investigation.

DUTIES

The person in this position will provide brief written and oral reports monthly to the supervisor addressing progress made on the following performance objectives:

1. Makes contacts with land-users of available cost-share programs. Conducts promotion for TMDL BMP programs in accordance with DCR program agreement.
2. Performs on-site inspection of land to determine needs and feasibility of conservation measures.
3. Assists with completion of Virginia Agricultural BMP Cost-Share Program Applications for the SWCD. All documents and records required by the Division of Soil and Water Conservation and the District are kept current and in an accurate manner. The employee keeps the District Manager, NRCS, and partnering agencies informed of the progress of active cost-share program application forms.
4. Works in cooperation with the District Manager and other Technical personnel to prepare completed conservation cost-share applications for presentation to the District Board. This can include the design of practices, multiple calculations, reference to standards and specifications in the VA Agriculture BMP manual, computing Ranking Evaluations, preparing conservation plans, providing information toward the completion of a nutrient management plan and communication with land-users.

Completes Tax Credit Certificate for paid practices as applicable. Ensures that producer files are complete.

5. Assists with information for computer application tasks of the Virginia BMP Cost-Share Program and other computer related district programs, as well as NRCS conservation planning program. Conducts a continuing program of follow up of BMP practices to insure compliance with the Virginia BMP Cost-Share Program.
6. Maintains daily log for time reporting purposes and to report monthly activities to the District Manager for the Board of Directors.
7. Attends and participates in monthly and called SWCD meetings as necessary. The employee will also attend special meetings and trainings outside the district as requested by the board.
8. Assists in completing application packages by applying quality assurance skills. This can include map work and surveys for design and layout of practices.
9. Participates in the development of presentations or demonstrations and presents them to farmers, contractors, schools, civic organizations and other groups interested in non-point source pollution. Assists in carrying out the information and education programs of the District to include constructing exhibits; preparing news stories and radio announcements; taking pictures and maintaining cameras.
10. Carries out other duties as assigned by the SWCD and provides assistance to the Natural Resources Conservation Service as availability permits.

SUPERVISION

This position reports directly to the PSWCD District Manager and is under the direction of the Chairperson of the Personnel Committee. Technical guidance for this position is provided by the PSWCD District Manager, NRCS District Conservationist and NRCS TMDL Coordinator.

PERFORMANCE

Your performance of each duty in this position will be evaluated against the requirements developed for the position. Performance Evaluation schedule will be determined by the Personnel Committee. The SWCD Board of Directors establishes priorities and is responsible for the hiring and termination of this employee. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

EDUCATION

Conservation, agriculture, environmental, or related College Degree: will consider High School Diploma/GED with work experience. Data entry, organizational and communication skills, and computer experience needed. ArcView GIS, MS Word and Excel, are a plus.

TO APPLY

Send a completed Virginia Application for Employment (available at <http://jobs.virginia.gov/emplApplication.html> - follow instructions for paper applications) and resume by **May 28, 2010 to:**

Piedmont SWCD
Attn: Deanna Fehrer
100B Dominion Drive
Farmville, VA 23901

Contact Deanna Fehrer (434) 392-3782 ext 108.

Discrimination is prohibited on the basis of age, color, national origin, sex, religion, disability, political beliefs and marital status.