

**PIEDMONT SOIL AND WATER CONSERVATION DISTRICT**  
**100B Dominion Drive, Farmville, VA 23901**  
**JOB DESCRIPTION**

**Agricultural Conservation Technician ( Full Time)**

**PURPOSE**

The Agricultural Conservation Technician provides technical services related to soil and water conservation, within the counties of Amelia, Nottoway and Prince Edward. This includes administering the Virginia Agricultural BMP Cost-Share Program; working with various partners to promote conservation farm planning; assisting with district tours, exhibits and public promotion; and assisting with the Watershed Dam Program in accordance with the VA Dam Safety Regulations.

**QUALIFICATIONS**

- Knowledge of agriculture and conservation and basic knowledge of layout and design of best management conservation practices.
- Proficiency in surveying and map reading skills.
- Ability to interpret standards, specifications, ordinances, regulations and policies.
- Ability to professionally communicate both orally and in writing.
- Ability to use computer software programs, including word processing, spreadsheets, databases and GIS.
- Ability to follow training plan and have the willingness to seek further training and education.  
**Will obtain and maintain DCR conservation planner certification and DCR engineering job approval authority at appropriate levels within required timeframe.**
- 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.
- Ability to follow instructions as well as to plan, organize and schedule time wisely.
- Ability to accept responsibility, initiate appropriate action and adapt to changing situations.
- Must have interpersonal skills in establishing and maintaining effective working relationships with staff, directors, partners, government agencies and a diverse audience of stakeholders in the district.
- Ability to pass Virginia State Police security background investigation.
- Must have a valid driver's license with a good driving record to be verified by DMV. Must be willing to provide own transportation on the job if District vehicles are not available.
- Physical ability to perform tasks involving frequent walking over difficult terrain, lifting and carrying moderate weight (25#), and exposure to adverse weather conditions. Job tasks require mental, auditory and visual acuity.
- Ability to attend occasional out of town or overnight travel for training and meetings.

**DUTIES**

1. Recruit participants for Virginia Agricultural BMP Cost-Share and Tax Credit Programs and provide administrative support.
2. Identify natural resource concerns and apply conservation knowledge to recommend best management practices to landowners.
3. Work in cooperation with the District Manager and other technical personnel to prepare completed

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Virginia Agricultural BMP conservation cost-share applications for presentation to the District Board. This can include the design of practices, multiple calculations, survey and map work, 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. Agricultural technical responsibilities are carried out in accordance with the standards, policies, and specifications of DCR and NRCS.

4. Develop engineering designs and provide technical assistance for the installation of conservation practices. Conduct final inspections of practice installations. Conduct a continuing program of follow up of BMP practices to ensure compliance with the Virginia BMP Cost-Share Program.
5. Prepare client files and workpapers in a neat and consistent manner.
6. Perform data entry for computer application tasks of the Virginia BMP Cost-Share Program and other computer related district programs, as well as DCR conservation planning program.
7. Participate 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.
8. Carry out other duties as assigned by the SWCD and provide assistance to NRCS as availability permits.
9. Schedule, conduct and perform necessary follow-up for owner dam inspections.
10. Coordinate routine dam maintenance needs with contractor.
11. Assist District Manager with small dam repair program.
12. Assist with review of Emergency Action Plans and address other safety needs.
13. Attend quarterly watershed dam owner workgroup.
14. Maintain daily log for time reporting purposes and to report monthly activities to the District Manager for the Board of Directors.
15. Attend and participate in monthly and called SWCD meetings as necessary. The employee will also attend special meetings and/or training outside the district as requested by the board.

## **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 DCR Engineer.

## **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.

**SALARY** State Pay Band 3 (\$24,969-\$58,146)