

## CONSERVATION SPECIALIST I

GRADE 24

*FLSA Status: Non-exempt*

### **GENERAL DEFINITION OF WORK:**

This position is an entry-level position that requires no specific licensure up-front, but is expected to work towards obtaining the Conservation Planning Certification and Inventory & Evaluation Job Approval Authority on appropriate practices. This position works to promote the Virginia Agriculture Best Management Practices Cost Share Program and provides technical assistance carrying out the annual plan of work. This position assists with on-site inspections accompanied by other staff members and learns about making recommendations to landowners about federal and state conservation programs that address environmental needs. This position is also responsible for maintaining records and files.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides assistance to landowners in the implementation of related Department of Conservation and Recreation agricultural cost-share programs and other state programs.
- Presents cost-share applications to the District Manager for review.
- Assists with on-site inspection of land to determine needs and feasibility of conservation measures; assists in design and lay-out of conservation measures; assists with inspections to check for compliance of specifications.
- Conducts evaluations of farmland for potential non-point source pollution impact(s).
- Assists the Virginia Department of Agriculture and Consumer Services in the investigation of water quality complaints.
- Ensures compliance with record keeping requirements prescribed by the District DEQ, and DCR.
- Works to achieve the objectives of the Agriculture Stewardships Act.
- Works towards successfully obtaining the Inventory & Evaluation Job Approval Authority and Conservation Planning Certification.
- Provides support and assistance in the implementation of the district's environmental education programs.
- Represents the interest and efforts of the Soil and Water Conservation District at public and government meetings and provides technical input regarding natural resource conservation efforts within the agricultural community.
- Assists with educating farmers, landowners, and civic groups or technical groups, legal and financial information regarding regional water quality issues and participant requirements of government conservation programs.
- Assists in implementation of information and education programs of the district; contributes to District newsletter, radio announcements and other media correspondence; assists with the development of tours, demonstrations and other presentations
- Assists with development of the Annual Plan of Work, award program nominations and other district related reports.
- Promotes the implementation of the Virginia Agricultural Cost Share Program and provides technical assistance to landowners in the installation of BMPs. Provides technical assistance as required by implementation plans as part of the Department of Environmental Quality's Total Maximum Daily Load (TMDL) programs.
- Advertises and promotes Cost Share Program.
- Schedules and conducts follow-up on installed Best Management Practices to insure compliance with the Virginia Agricultural BMP Cost-Share Program and other conservation programs.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Basic knowledge of the principles, practices and techniques of soil and water conservation in rural areas; basic knowledge of Agricultural Best Management Practices and Cost Share Programs; some knowledge of the various guidelines, policies, ordinances and regulations pertaining to soil and water conservation, land development, and management; maintains general knowledge of all state and federal conservation programs and policies; ability to plan, organize and carry out projects effectively; ability to present the results of research and recommendations effectively in oral, written or graphic form; ability to utilize maps, aerial photography, and digital geographic information systems to determine acreage, distances, and ground elevations for land use planning and engineering conservation practices; ability to solve problems within scope of responsibility; ability to establish and maintain effective working relationships with landowners, land users, associates, government officials, and the general public; skill in the use of basic engineering surveying equipment.

### **EDUCATION AND EXPERIENCE:**

Bachelor of Science degree in agriculture, natural resources, or environmental science preferred with major course work in soils, natural resources, earth or environmental science or related field.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

**Confidentiality Statement**

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my Job Description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date \_\_\_\_\_

Signature of employee \_\_\_\_\_

Date \_\_\_\_\_

Signature of supervisor \_\_\_\_\_

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