

**Hanover-Caroline SWCD Job Description
Conservation Specialist (Position 3)**

8/2024

DESCRIPTION OF WORK

The Conservation Specialist Position is a professional position that requires the employee to exercise discretion or independent judgment. The duties of this position are multifaceted and split between two employees, each acting in a complementary role to the other. The position provides technical assistance to Hanover and Caroline Counties in their implementation of the Chesapeake Bay Preservation Act agricultural ordinance regulations. The position assists in carrying out the objectives of the VA Agricultural Best Management Practices Cost-Share and Tax Credit Program and the Virginia Conservation Assistance Program. The Specialist must also provide leadership and assistance in carrying out objectives outlined in the Strategic Plan and the Annual Plan of Work of the District. This position is considered "Exempt" under the Fair Standards Labor Act.

DUTIES

1. Provide technical assistance to localities in the implementation of the agricultural provisions of the local Chesapeake Bay Preservation Act (CBPA) ordinances.
2. Develop Soil and Water Quality Conservation Plans and/or Assessments to meet the needs of the individual land user and to bring the land user into compliance with county CBPA ordinance regulations.
3. Develop other conservation plans, including those for land conversion, and perform field visits to provide conservation plan assistance.
4. Assist with the implementation of the Agricultural Best Management Practices (BMPs) Cost-Share for the District, conduct technical inspections, make recommendations for conservation measures, and certify completed cost-share BMPs.
5. Assist with agricultural BMP spot checks as required by the Department of Conservation and Recreation (DCR) and assigned by the District Manager.
6. Obtain and maintain engineering job approval authority (JAA) through DCR and provide technical design assistance as authority allows.
7. Coordinate conservation program assistance with NRCS to ensure the most successful delivery of cost-share for agricultural practices.
8. Provide data entry into the Agricultural BMP Tracking Program as required by DCR.
9. Acquire Conservation Planner Certification within two years of hire (approximately 140 hours). Maintain certifications necessary for the planning and application of soil and water quality

conservation principles, theories, and practices.

10. Utilize computer application skills in the development of plans, reporting of progress, scheduling workload, and performing other related activities.
11. Attend and participate in District Board meetings. Serve on technical committees as authorized by the District Board and District Manager.
12. Participate in all activities as directed by the District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. A B.S. degree in agricultural, environmental, or related studies or experience in agronomic/agricultural fields and the ability to demonstrate from a combination of education and experience the knowledge, skills, and abilities necessary to perform the position duties.
2. Knowledge of the theories, principles, concepts, and methodologies of soil and water conservation.
3. Knowledge of related biological and physical sciences, and pertinent engineering practices which provide a foundation for performance of assignments and advancement to higher-level work.
4. Proficient in Microsoft Office computer programs: Word, Excel, PowerPoint, Publisher, Outlook
5. Skilled in communicating effectively through oral and written communication.
6. Ability to speak comfortably before large groups.
7. Ability to establish and maintain effective working relationships with others.
8. Ability to organize and schedule efficiently.
9. Ability to coordinate programs between other agencies and localities.
10. Ability to work independently as well as with others in a team environment.
11. Ability to interpret technical standards and program policies and guidelines.
12. Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.
13. Must demonstrate a safe driving record.
14. Successful federal background check.
15. Regular attendance at work.

PHYSICAL REQUIREMENT(S):

This is operative work requiring the exertion of up to and exceeding 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Regular required tasks include sitting; talking or hearing, in person and by telephone; using hands to finger, handle, feel or operate standard office and maintenance/field equipment; and reaching with hands and arms. The employee is frequently required to walk and stand sometimes on uneven surfaces; in addition, occasionally required to climb or balance; stoop, kneel, crouch, or crawl with potential exposure to adverse weather conditions. In addition, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills. Visual acuity is required for preparing and analyzing written data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Specific vision abilities required by this job include close vision and the ability to adjust focus. Tasks require alertness to avoid potentially hazardous conditions/situations.

The above statements are intended to describe the general nature and level of work performed by

this position. They are not intended to be constructed, as an exhaustive list of all responsibilities, duties, and skills required of this position.

PERSONAL COMPETENCIES (See District's Competency Model):

1. **Citizen and Customer Interaction**
Responds appropriately to the needs of internal and external customers.
2. **Results Orientation and Job Knowledge**
Consistently delivers expected results. Demonstrates an understanding of the job, how it contributes to the District's success and anticipates impact on others.
3. **Teamwork and Building Relationships**
Collaborates and cooperates to get the job done. Initiates and cultivates business relationships with stakeholders. Develops and maintains positive relationships.
4. **Problem Solving, Judgment, Planning and Organization**
Identifies workplace challenges, works to resolve them, and takes responsibility for decisions. Understand the District's purpose and mission. Plans, organizes, manages time, and works in support of the District's mission, vision, and values.
5. **Coaching and Communication**
Coaches others to succeed and is receptive to coaching from others. Proactively assesses strengths and developmental needs. Gives timely and specific feedback to others. Exchanges ideas and opinions. Provides and receives information or feedback.
6. **Leadership**
Develops and uses effective strategies and interpersonal styles to influence and guide others toward the accomplishment of identified goals and objectives. Takes initiative and self-leadership to achieve desired outcomes. Adapts to changes in the workplace.

LICENSING:

A valid Virginia state driver's license is required.

ADMINISTRATION, SUPERVISION AND GUIDANCE:

The Hanover-Caroline Soil and Water Conservation District Manager is responsible for the administration and daily supervision of this position. Program administration/direction, training, quality control, progress reporting, and technical training are the responsibility of the District Manager and the Hanover-Caroline SWCD Board of Directors utilizing the resources available through our partner agencies.

SALARY: *State Pay Band 5 (Environmental Specialist II)*

BENEFITS:

Virginia Retirement System (VRS) plan with employer contribution and match; health insurance, including vision and dental; VRS life insurance; short/long-term disability insurance options; paid holidays; and annual and sick leave.

Hanover-Caroline SWCD Performance Expectations Conservation Specialist (Position 3)

Reviewed with employee: _____ (Date)

Signature of employee: _____

Board Approval Date: 8/13/2024

<u>Job Elements</u>	<u>Weights</u>	<u>Performance Expectations</u>
(A total of 10 weighing points indicating the relative importance of the job elements. The more important elements have higher points.)		
<p>1. Conservation Planning and Technical Assistance Activities</p> <p>15%</p>	<p>1.5</p>	<ul style="list-style-type: none"> • Conservation Plans and assessments will be developed to meet state or county CBPA requirements. • CBPA Soil and Water Quality Conservation Plans shall include a conservation plan, RUSLE2, nutrient management, pesticide management, farm summaries, soil and productivity information, and mapping information. • Electronic copies of all conservation plans and assessments shall be maintained. • Conservation Planning may also be undertaken for other resource concerns such as land conversions and Ag Stewardship Act complaints. • TRC meetings will be held to review and approve plans as needed. Recommendations will be recorded in meeting minutes. • Technical assistance to landowners may be provided to address site-specific problems and complaints. • Meetings and training will be attended to maintain conservation certifications.
<p>2. Ag BMP Cost-share</p> <p>60%</p>	<p>6.0</p>	<ul style="list-style-type: none"> • Provides leadership in BMP Cost-Share including producer recruitment and sign-up necessary to utilize 100% of the District's allocation. • Completion of contract forms, cost estimates, practice survey and design, tracking, reporting, and

			<ul style="list-style-type: none"> spot checks. • Provide support for and coordination with federal conservation programs. • Provide support for DCR RMP program including plan review and certifications associated with RMP implementation. • Participate in DCR verification and end-of-lifespan spot checks. • Assist the district manager in complying with reporting timetables requested by the District CDC. • Meetings and trainings will be attended to maintain conservation certifications.
3.	General Reporting and Meeting Attendance 15%	1.5	<ul style="list-style-type: none"> • Deliver information to incorporate in weekly progress reports to the localities. • Provide both daily and monthly activity reporting and time sheets. • Supply reporting information as requested by District Manager for District Annual Reports. • Provide planning reports to the SWCD Board of Directors at monthly board meetings. • Attend required board meetings, district committee meetings, annual meetings, area meetings, and staff meetings.
4.	Information and Education 10%	1.0	<ul style="list-style-type: none"> • Participate in Winter Producer Meetings • Provide news articles as requested for the SWCD quarterly newsletter. • Participate in a minimum of 2 outreach educational programs including Ag Day and MWEE events