



MONROE COUNTY SOIL & WATER CONSERVATION DISTRICT

145 Paul Road, Bldg. 5, Rochester, NY 14624
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VACANCY ANNOUNCEMENT

Release Date: 5/10/2021; Updated 8/01/2022 & 8/28/2023

For: SOIL & WATER PLANNING TECHNICIAN

Location: Monroe County Soil & Water Conservation District
145 Paul Road, Building #5, Rochester, NY 14624

Distinguishing Features of the Class:

This position is responsible for coordinating and implementing the Agricultural Environmental Management (AEM) Program which is designed to assist farmers and landowners in building and utilizing a conservation plan that will aid in preventing the degradation of water quality. Duties involve developing conservation plans which includes walking through agricultural fields, streams, wetland areas and construction sites in variable weather conditions. The employee reports directly to, and works under the general supervision of the Executive Director. Does related work as required.

Typical Work Activities:

(All need not be performed in a given position. Other related activities may be performed although not listed.)

- Develops conservation plans to ensure soil does not run off into water;
- Educates farmers and landowners regarding sound conservation plans (i.e. fence building to prevent livestock from walking into streams, not plowing in the fall to prevent chemicals from running off into creeks, etc.);
- Coordinates farm visits;
- Develops and/or reviews farm conservation plans utilizing nutrient management, soil loss, and other relevant software and/or planning tools;
- Assists producers to complete tiered assessment worksheets;
- Assists with prioritization analysis of individual farms for funding implementation and contract development;
- Assists with offering information to landowners on maintaining proper conservation practices;
- Investigates funding opportunities, develops grant proposals, and assists with the implementation of water quality and other special grant programs for continuing Agricultural Environmental Management Program involvement;
- Performs on-site evaluations and environmental reviews for landowners;
- Assists landowners with the application of conservation practices to prevent upland erosion, including surveying utilizing laser levels and Global Positioning System (GPS) units and performing cost estimates and field layouts;
- Designs, implements and performs construction inspections of soil and water conservation practices;
- Assists with the implementation of other district programs including, but not limited to, the Conservation Tree & Shrub Program, conservation education, creating soil group worksheets for agricultural value tax assessments according to New York State Agriculture and Markets law, and aerial site investigations;
- Manages and utilizes the Geographic Information System (GIS) database and other computer systems and creates spreadsheets and power point presentations;
- Develops work activity reports and assists with the development of workshops, presentations, press releases, permit applications, and newsletter articles related to conservation programs;
- Represents the District at various meetings; attends training sessions.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

- Good knowledge of land use impacts on water quality, specifically agricultural practices;
- Good knowledge of proper conservation practices;
- Good knowledge of soils, forestry, and agronomy;
- Good knowledge of local, state, and federal programs and laws that affect soil and water conservation;
- Good knowledge of the roles of conservation districts, and state soil agencies as they relate to the implementation of local, state, and federal conservation programs;
- Ability to apply proper conservation practices;
- Ability to manage and utilize a GIS database system and other computer systems;
- Organizational ability;
- Ability to develop farm conservation plans;
- Ability to develop grant proposals;
- Ability to communicate orally and in writing;
- Ability to establish and maintain effective working relationships;
- Ability to work independently and be self-motivated;
- Good judgment;
- Physical condition commensurate with the demands of the position.

Minimum Qualifications: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Geography, Agricultural Engineering, Agricultural Business Management, Agricultural Management or a closely related field, or an agricultural field of study, or a natural science (physical or biological)*, plus three (3) years paid** full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities, OR;
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields listed in (A) above* plus one (1) year paid** full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in one of the fields listed in (A) above* plus six (6) months paid** full-time or its part-time equivalent experience in the field of agriculture, farming, environmental planning or environmental science related activities; OR,
- (D) Currently certified by the American Society of Agronomy as a Certified Crop Adviser (CCA) ***.
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

*Natural Sciences (physical or biological) includes: Biology, Earth Science, Botany, Physics, Chemistry and Zoology and their sub-fields.

**For the purposes of these minimum qualifications, work experience can include paid or unpaid college level cooperative education work experience and college internships.

***If qualifying under section (D) above, must submit a copy of the CCA certificate at the time of application.

Preferred Qualifications: In addition to the qualifications listed above, the following certifications and skills are beneficial to the applicant: Certified Crop Advisor, Certified Nutrient Management Planner, land surveying in regards to use for conservation practices, unmanned aerial vehicle (UAV)/drone operation.

Special Requirements: Candidates must possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate the ability to meet the transportation needs of the assignment. Must be able to work occasional evenings and/or weekends; must be able to travel overnight occasionally. Personal vehicle use may sometimes be necessary & mileage will be reimbursed according to the most current government rate. Must be willing to abide by the Personnel Policies of the Monroe County Soil & Water Conservation District. Must pass a background check and drug screening test.

Work Hours: Full time, 40 hours per week, days; may be required to attend evening meetings.

Salary & Benefits: Competitive salary to commensurate with experience, qualifications and/or certifications. Medical/dental insurance, paid vacation and sick leave, paid holidays, New York State Retirement System, New York State Deferred Compensation Program.

Note: All Civil Service Laws, Rules and Regulations apply. Appointment to position is provisional pending certification of eligibility by Civil Service Commission. Incumbent will be required to take, pass and achieve a high enough score to be reachable for permanent appointment from the exam eligible list.

To Apply: Must complete a Monroe County Civil Service Employment Application Form and **mail** or **email** with letter of interest and contact information for 3 references to:

Kelly Emerick, Executive Director
Monroe County SWCD
145 Paul Road, Building #5
Rochester, NY 14624
kellyemerick@monroecounty.gov

Note: Resume can be submitted in addition to the Monroe County Civil Service (MCCS) Employment Application Form, but *not* in lieu of the MCCS Employment Application Form. The MCCS Employment Application Form can be obtained by visiting www.monroecounty.gov under [Apply for Civil Service Exams & Jobs](#) by clicking on the link [Forms & Study Guides](#) under Civil Service Information and then [Employment/Civil Service Exam Application](#).

Position will remain open until filled.
Faxed materials will not be accepted.

Please visit www.monroecountyswcd.org for additional information about the Soil & Water Conservation District and its programs.

Please contact the Executive Director at the SWCD office for any questions regarding this position
(585) 753-7380

MCSWCD is an Equal Opportunity Employer and offers employment on a nondiscriminatory basis without regard to race, color, national origin, political beliefs, religion, sex, age, marital status, sexual orientation, or disability.