

CONSERVATION DISTRICT FIELD MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the execution of environmental and conservation programs on both private and public properties. A person in this class supervises and provides technical assistance including the design, cost estimating, contract preparation and supervision of environmental conservation projects on agricultural and non-agricultural lands. The work includes administrative duties as well as technical work including planning, participating in field surveys, and the design and installation of conservation projects. General supervision is exercised over district employees. Work is performed under the direction of the Board of Directors of the Cattaraugus County Soil and Water Conservation District. A Conservation District Field Manager does related work as required.

TYPICAL WORK ACTIVITIES:

- Supervises and is responsible for the field application of environmental conservation projects of the district;
- Recommends actions to be taken by the board of directors concerning landowners and others requesting assistance;
- Reviews the progress towards project completion and recommends payment of work completed;
- Performs general administrative duties involving general office routines and procedures including reports to the board;
- Coordinates district activities with landowners, cooperating agencies and organizations assisting the district;
- Organizes public information and education activities including trainings, workshops, programs for schools and other groups as needed;
- Presents information to governmental units, and other groups or organizations regarding available programs and services;
- Prepares tentative and preliminary cost estimates pertaining to conservation projects;
- May coordinate all district activities with the cooperating agencies assisting the district;
- Collects data, prepares surveys, maps and specifications of potential conservation projects;
- Prepares written agreements between the board, landowners, and others;
- May act as the contracting officer in the negotiating of contracts for environmental projects between the district, landowner, governmental units, and construction contractors;
- Schedules work for contractors and supervises the work as exemplified by the construction of agricultural and non-agricultural conservation practices;
- May be responsible for collection of funds from cooperators.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of materials and procedures used in the construction and maintenance of erosion and sediment control practices, drainage systems, ponds, forests, and other conservation practices; thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; working knowledge of common agricultural livestock and crop production practices; working knowledge of public or business

administration; skill in estimating procedures used in soil and water conservation projects; ability to interpret maps, charts, and graphs; ability to supervise the work of others; ability to effectively present the conservation program to interested parties; ability to compile and prepare reports; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, coworkers and other work contacts; dependability; enthusiasm; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and either:**

A) Possession of a bachelor's degree and two years of experience in construction, land surveying, engineering, environmental conservation, forestry management or a related field;

OR

B) Possession of an associate degree and four years of experience in construction, land surveying, engineering, environmental conservation, forestry management or a related field;

OR

C) Six years in construction, land surveying, engineering, environmental conservation, forestry management or a related field.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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