



JEFFERSON COUNTY SOIL AND WATER CONSERVATION DISTRICT

www.jeffersoncountyswcd.org

25451 State Route 12, Watertown, NY 13601

Telephone (315) 782-2749

Fax (315) 782-3054

Environmental Resource Specialist Vacancy

Our mission is to bring people, government agencies, and private interests together to manage Jefferson County's natural resources and environmental concerns.

Salary Range: \$45,000-\$60,000 based on education and experience (see below)

Benefits: Health insurance, dental insurance, disability, New York State Retirement System with an option to participate in New York State Deferred Compensation, paid holidays, vacation and sick leave.

Residency Requirement: Candidates must be a resident of New York State and preferably a resident of Jefferson County or a contiguous County (Lewis, Oswego, or St. Lawrence) at the time of hire.

Description: This full-time technical position will assist the Executive Director in the administration of conservation projects. This position is considered a provisional appointment until successful ranking on the civil service exam has been completed.

Application for Employment is available on Jefferson County's website under Human Resources/Civil Service Forms: <https://co.jefferson.ny.us/media/HR/07-19%20APPLICATION%20FOR%20EXAMINATION.pdf>

Application Deadline: February 23, 2022

Jefferson County Civil Service competitive position - Equal Opportunity Employer

Acceptable Education and Experience:

- (A) Graduation from a regionally accredited or New York State registered college with a Bachelor's degree in Natural Resource Management, Hydrology, Agricultural Science, Engineering, Forestry, or closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Natural Resource Management, Hydrology, Agricultural Science, Engineering, Forestry, or closely related field and 2 (two) years of experience in Natural Resource Management; or
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Examples of Work (*Illustrative only*)

- Prepare resource conservation plans for landowners and municipalities that address conservation concerns;
- Provide technical assistance to landowners and local governments, including design, cost estimating, contract preparation, construction inspection and oversight of projects;
- Work with landowners to complete grant projects based on natural resource concerns and priorities;
- Prepare grant proposals, including research, cost estimates and statistical data for program expansion and development;

"Providing today, protecting tomorrow"

- Assist with the collection of receipts and appropriate documentation needed for calculating payments to be made to landowners and municipalities;
- Assist with permitting for projects impacted by U.S. Army Corps of Engineers, US Fish & Wildlife Service, and/or NYS Department of Environmental Conservation;
- Analyze and prepare project budgets including all payments and work completed;
- Review conservation plans and offers advice when conservation practices need maintenance;
- Assist with the administration and implementation of the Jefferson County Forest Management Plan;
- Perform field layout of limited conservation practices;
- Purchase equipment and materials needed for various projects;
- Design and deliver educational materials and programs for events as needed;
- Maintain all records and time logs.

Required knowledge, skills, and abilities:

Skilled in or have a working knowledge in the following:

- Principles and practices of environmental resource conservation;
- Principles of hydrology and soil erosion;
- Rules, regulations, and best management practices as they relate to soil and water conservation;
- GIS systems;
- Proper concepts, practices and methods used when inspecting various types of public works projects; equipment, materials and tools required to complete conservation projects;

Abilities:

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| <ul style="list-style-type: none"> • Read and interpret topographical maps, charts, graphs, and engineering designs • Understand and carry out written and oral instructions • Compile data and generate reports • Mechanical aptitude • Manual dexterity | <ul style="list-style-type: none"> • Accuracy • Reliability • Good verbal and interpersonal skills • Get along well with others (coworkers and the general public) • Physical condition commensurate with the needs of the position. |
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Work Schedule: Occasional evenings or weekends may be required. Day trips within the area are required, with occasional overnight in-state travel expected, mostly for training purposes or other meetings as needed. Use of a personal vehicle may be required, with mileage reimbursed.

Required Materials: Send a completed application (See page 1), resume, contact information for three professional references, and official transcripts for any degrees listed. Include a cover letter identifying how you meet the criteria listed in the knowledge, skills, and abilities portion of this announcement. ***Incomplete submissions will not be considered.*** Submit the required materials to:

Patrick Crast, Executive Director
 Jefferson County Soil and Water Conservation District
 25451 State Route 12
 Watertown, NY 13601

*Students anticipated to graduate in the spring are encouraged to apply. However, we are unable to hire candidates until they meet the acceptable education and training criteria as defined on page 1.