

DISTRICT RESOURCE CONSERVATION SPECIALIST

General Statement of Duties

This position performs responsible technical and administrative work providing support to soil and water conservation programs.

Distinguishing Features of the Class

An employee in this class is responsible for assisting/implementing the technical programs of the New River & Alleghany Soil and Water Conservation District. Primary responsibilities include developing conservation plans, administering cost sharing programs available through the Soil and Water Conservation District, and educating landowners, farmers, government agencies and the general public on conservation practices. Work generally requires the employee to work with landowners and operators to develop conservation practices, plans and debris removal programs that comply with specific standards, specifications, and regulations. This requires coordinating with multiple government agencies such as the United States Department of Agriculture-Natural Resource Conservation Service (USDA-NRCS), United States Department of Agriculture-Farm Service Agency, the NC Division of Soil and Water Conservation and the NC Division of Water Quality. Guides may include technical manuals, engineering field manuals, and chemical manuals. Work is performed under regular supervision of the Director of Soil and Water Conservation and is evaluated through observation, conferences, and review of work.

This is a temporary position and will be contingent upon the availability of grant funds.

Duties and Responsibilities

Performs investigations, develops solutions, and supervises the implementation of the conservation measures for various natural resource concerns. This includes preparing project engineering surveys, developing designs, drawings, and vegetative plans; overseeing the installation of conservation practices and supervising contractors during construction to ensure that installations meet specifications and guidelines.

Approves designs and construction in accordance with job approval authority granted by USDA-NRCS or the N. C. Soil and Water Conservation Commission.

Develops conservation plans that meet USDA-NRCS specifications that allow producers to comply with USDA Farm Bill programs.

Assists in the development and application of conservation practices in cooperation with the USDA-NRCS including all applicable federal cost-sharing programs.

Assist with the NC Agriculture Cost Share Program (NCACSP), the Community Conservation Assistance Program (CCAP), and the Agricultural Water Resources Assistance Program (AgWRAP), Stream Rehabilitation Removal Assistance Program (StRAP). Including developing Strategy Plans, conducting spot checks, status reviews and gathering information for audit purposes.

Assist with developing cost share contracts that are funded by NCACSP, CCAP, StRAP and AgWRAP and ensures contracts are properly implemented and maintained.

Maintains records, reports and allocations of NCACSP, CCAP, StRAP and AgWRAP monies and issues requests for payments.

Provides regular updates on various programs and activities to the Soil and Water Conservation District Board of Supervisors.

Reviews conservation plans and practices periodically to see if plans are being properly followed and revises plans as needed.

Attends District Board meetings, area meetings and annual meetings of the NC Association of Soil and Water Conservation Districts.

Assists supervisors and agencies in the development of annual reports and annual work plans.

Advises and provides information to landowners, farmers and the general public regarding soil conservation, water quality improvement and various topics such as soil testing, weed identification, agricultural chemicals and federal, state and local agricultural land use regulations and programs.

Provides technical and administrative assistance to landowners and organizations involved in installation and data collection of soil & water demonstration or research plots.

Assists with educational programs and contests as needed.

Performs other related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of the theory, principles, practices and techniques of soil and water conservation in rural, suburban and urban areas.

Thorough knowledge of the various guidelines, policies, ordinances and regulations pertaining to soil and water conservation and land development and management.

Skill in the use of basic engineering surveying equipment.

Ability to present the results of research and recommendations effectively in oral, written or graphic form.

Ability to solve problems within scope of responsibility.

Ability to establish effective relationships with landowners, farmers, contractors, government officials, other employees and the general public.

Ability to communicate effectively, both orally and in writing.

Ability to operate various computer programs including Microsoft Office and programs for conservation planning and design.

Ability to safely operate a motor vehicle.

Ability to work independently.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to walk over uneven terrain for distances in excess of one mile.

Must be able to perform work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data and figures; operate a computer terminal; perform extensive reading; inspect small defects or parts; operation or inspection of machines and use measurement devices. Must be able to work in conditions that are subject to extremely hot and cold temperatures, noisy conditions and exposure to movements of the extremities or whole body.

Must be able to work in conditions that are subject to hazards; including a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Must be able to work in conditions that are subject to fumes, odors, dust, mist, gases or poor ventilation.

Must be able to work in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, and other areas which could cause claustrophobia.

Education and Experience

Graduation from an accredited college with a two year degree and a concentration in earth, agriculture, conservation and/or technical experience with soil and water conservation programs preferably Emergency Watershed Protection Program

Licenses and Certifications

Possession of a valid North Carolina driver's license.

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