



441 Plum Creek Road
Sunbury, PA 17801



January 12, 2018

NEW POSITION ANNOUNCEMENT

- TITLE:** Agricultural Conservation Technician
- LOCATION:** Northumberland County Conservation District
441 Plum Creek Road
Sunbury, PA 17801
- SALARY:** Starting Salary: \$33,000 annually with a competitive benefits package
- REQUIREMENTS:** Bachelor's Degree in Agronomy, Agricultural Engineering, Environmental Resources Management, Environmental Science, or related subject is preferred. A strong agricultural background with a minimum of one to three years combined knowledge and experience with agriculture is preferred, but not necessary.

A full job description is available on the pages below.

Interested individuals should submit their resume to the following address:

Northumberland County Conservation District
Attn: Judy Becker
441 Plum Creek Road
Sunbury, PA 17801

Deadline for resumes is February 2, 2018.

JOB DESCRIPTION

**Agricultural Conservation Technician
Northumberland County Conservation District**

FLSA Classification: NON-EXEMPT

Position currently held by: Vacant

Date Last Filled: July 11, 2016

General Statement of Duties

The Agricultural Conservation Technician (ACT) position will assist landowners within Northumberland County with needs determination, design, layout, and installation of agricultural best management practices (BMPs) which will help protect the soil and water resources of Northumberland County, the waters of the Susquehanna watershed, and the waters of the Chesapeake Bay. The ACT will also assist with the Act 38 (nutrient management program) until June 30, 2018, at which time the District will no longer be involved with the Act 38 program. The ACT will also write manure management and agricultural erosion and sediment plans. These duties will be accomplished through the administration of the Chesapeake Bay program, the Agricultural Conservation Technician grant program, and the Act 38 (Nutrient Management) delegation agreement.

Organizational Relationships

The ACT serves directly under the District Manager. He/she is also accountable to the State Conservation Commission (SCC) to meet the terms of the delegation agreement pertaining to Act 38 (Nutrient Management), as well as the contracted terms with the Department of Environmental Protection (DEP) for the Chesapeake Bay Program.

This position is subject to the direction and wishes of the District Manager and the Board of Directors of the NCCD. When there appears to be a conflict between this description and the direction of the NCCD, then the instructions from the District Manager and the Board will control the actions of the ACT position.

Job Duties and Responsibilities

Chesapeake Bay Program

- Special note: This contracted program will begin July 1, 2018.
- Conduct agricultural inspections to make sure agricultural operations are meeting their obligations regarding Chapter 102 (agricultural erosion and sediment control) and Chapter 91.36 (manure management planning).
- Collect and submit data regarding non-point source best management practices (BMP) that were implemented without state or federal funding.
- Coordinate project designs and construction specifications; develop and assemble bid packages and designs for contractors; provide oversight, perform inspections and monitor construction of projects to ensure compliance with standards; collect data to determine if Best Management Practices meets goals of project; conduct follow up with landowners to review contract provisions and monitor implementation of Best Management Practices.
- Prepare mandatory records and reports for the Chesapeake Bay program; submit to the Department of Environmental Protection; update computer records; review program goals and evaluate progress.
- Promote Bay program through dissemination of information and public speaking events; prepare newsletters and material for the District website; arrange tours, field days, exhibits, etc.
- Maintain and update the Northumberland County Implementation Plan on an annual basis.
- Assist with agriculturally related complaint response. Provide assistance to and representation of the farm community when complaints and/or enforcement action arises.
- Attend meetings/trainings regarding the Chesapeake Bay Program.
- Apply for available grants, including Growing Greener and Chesapeake Bay Special Projects grants, and seek alternative sources of funding including, but not limited to, PENNVEST.
- Become familiar with the Chesapeake Bay Watershed Implementation Plan and any updates.
- Become familiar with every agricultural operation in Northumberland County.
- Achieve all outputs as stated in the Chesapeake Bay Technical Assistance Funding Program grant for the current state fiscal year.

Act 38 Nutrient Management Program

- Special note: This delegated program will end on June 30, 2018. This position will assist the below responsibilities until that date.
- Assist farmers with implementation of nutrient management plans; assist with collection and analysis of manure and soil samples; assist with manure spreader calibration.
- Disseminate Nutrient Management information to County livestock operators. Inform them of their responsibilities under the Act. Help operators determine whether or not they are considered a Concentrated Animal Operation.
- Follow Act 38 guidance in publishing the receipt of a Concentrated Animal Feeding Operation nutrient management plan in the Pennsylvania Bulletin and cooperate with the PA Department of Environmental Protection in the review of the plan.
- Encourage voluntary and mandatory compliance with Act 38.
- Conduct and/or participate in educational efforts (workshops, news releases, information packets, etc.) to provide information to farmers, nutrient management specialists, and members of the public.
- Assist livestock operators in making the necessary connections with agencies and consultants to comply with Act 38.
- Submit to Board of Directors plans for approval, amendments, transfers and waivers. Maintain files on each complying operation as well as any other necessary files pertaining to the program.
- File implementation information submitted by operators with approved plans. These records include Manure Transfer Sheets, Annual Summaries of Manure Transfers, and designs developed for BMP implementation.
- Conduct on-site inspections prior to plan approval and following implementation to assure compliance. Conduct status reviews as required by Act 38.
- Review proposed plan implementation extensions and determine if they are acceptable based on the regulations and guidance outlined in the Administrative Manual.
- Provide the State Conservation Commission with the appropriate reports quarterly to document efforts planned or completed in the program.
- Provide limited assistance to the PA Department of Agriculture in the implementation of the Act 49 Manure Hauler Broker Certification program.
- Ensure accuracy of Nutrient Balance Sheets provided with a nutrient management plan.
- Assist E&S Technician with issues relating to Agricultural operations, in accordance with the Chapter 102 regulations.
- Investigate complaints and violations within 5 days related to Act 38 and refer to State Conservation Commission, if District cannot obtain compliance.
- Technician will be involved in the monitoring of plan implementation in those situations where the emergency criteria are to be used.
- Submit to Board of Directors, in accordance with the Administrative Manual, the names of those specialists meeting the criteria established for nutrient management specialist certification revocation, including any supporting documentation to support the revocation.
- Achieve all outputs as stated in the Nutrient Management Program delegation agreement for the current state fiscal year.

Chapter 91.36 Manure Management Planning

- Technician will assist farmers with manure management plan development, technical assistance for plan implementation and verification of accuracy of plans.

- Conduct and/or participate in educational efforts (workshops, news releases, information packets, etc.) to provide information to farmers and members of the public.
- Provide training to guide farmers through the development of a manure management plan for the farmer's operation. Trainings should include one-on-one training opportunities to assist a farmer in plan development.
- Work with agricultural operators found to be in violation of Section 91.36 rules and regulations, to obtain compliance with these provisions as specified in guidance provided by the Department.
- Provide the State Conservation Commission with the appropriate reports quarterly to document efforts planned or completed in the program.
- Achieve all outputs as stated in the Manure Management Program delegation agreement for the current state fiscal year.

Complaint Response

- All agricultural water quality complaints must be investigated within 3-5 business days.
- In addition to assessing whether or not a pollution event has occurred, the technician will assess and document if a Manure Management Plan, Nutrient Management Plan, Agricultural Erosion and/or Sediment Pollution Control Plan or conservation plan that meets the requirements of 25 Pa. Code Ch. 102.4 is in place, if applicable. The technician will check that all plans are up to date and implemented.
- The technician will follow the steps in the NCCD Board's agricultural complaint investigation policy to resolve the complaint.
- If voluntary compliance is not achievable, specific complaints and all documentation shall be referred to the Department of Environmental Protection.

ADDITIONAL JOB FUNCTIONS

- Must be familiar with and abide by PA Act 125 of 2010 regarding agricultural biosecurity areas.
- Will work with the Natural Resources Conservation Service to achieve construction job approval and conservation plan certification. Will provide technical assistance to individuals and groups of farmers in the development, application and maintenance of conservation plans. Will work with farmers in the selection and application of sustainable cropping systems, grazing management and waste management systems. Will assure program policy and procedures are followed according to regulations during the development of the plans.
- Maintain up-to-date knowledge of all funding programs available to the agricultural community. Be able to discuss program guidelines in detail and assist landowners in determining which programs meet their needs.
- Provide assistance where necessary in fulfilling the agricultural goals of the District as determined by the Board of Directors as dictated by contracts, delegation agreements, and memorandums of understanding with partnering agencies.
- Respond to requests for information from the general public, farmers, or public officials. This includes public speaking at agricultural meetings, workshops, and other possible venues.
- Work with cooperating agencies, including the Department of Environmental Protection, Department of Agriculture, State Conservation Commission, Natural Resources Conservation Service, Farm Service Agency, and Penn State Cooperative Extension.
- Provide assistance to producers in the application process for the REAP Tax Credit Program. Review and verify completed REAP applications.
- Become familiar with Local, State, and Federal laws and regulations as they pertain to agriculture for the purpose of assisting farmers with compliance strategies.
- Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, camera, soil probe, office equipment, tape measure, laser level, engineer's scale, and other instruments.

- Provides assistance to other employees as needed.
- Attends the weekly staff meeting.
- Attends the monthly District Board meetings and reports to the Board of Directors on all activities and accomplishments for the month in the form of a monthly written report.
- Maintains daily narrative of work activity, accurate timesheet, compensatory time log and mileage log. Turns in daily log on a weekly basis and timesheet, compensatory time log and mileage log on a monthly basis.
- Assists with the realization of the District's annual work plan.
- **This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Other duties may be required and assigned by the District Manager and/or the NCCD Board of Directors.**

WORKING CONDITIONS

- Works a combination of indoors with adequate work space, lighting temperatures and ventilation; and outdoors with visits to properties which may include subjectivity to water, fumes, chemicals, smoke, manure, dirt, weather, or other conditions during outdoor visits to construction sites or dirt roads.
- May have to navigate and traverse in rough terrain during adverse weather conditions.
- Subject to multiple deadlines, frequent disruptions and moderate stress.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skill in working with the public. Ability to advise and interpret on how to apply regulations. Ability to communicate effectively, both orally and in writing. Ability to listen and be objective. Ability to develop and maintain relationships.
- Ability to utilize information such as administrative procedures manuals, computer languages; knowledge of computer word processing, database, spreadsheet and presentation software and ability to operate computers; ability to utilize advisory data and information such as technical operating manuals, procedures, guidelines, non-routine correspondence, laws and regulations.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include the ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Ability to exert physical stress. Ability to lift, carry, push and pull. Ability to stoop, kneel, crouch, climb and crawl.
- Ability to endure mental stress that may result from day to day activities.
- Ability to travel overnight and/or multi-day when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the Conservation District.
- Must initiate own work and have the ability to complete assignments with minimal oversight.
- Must have patience, tact, a cheerful disposition, enthusiasm and the willingness to handle a wide range of individuals.
- Ability to provide own transportation with mileage expenses being reimbursed by the District.

MINIMUM QUALIFICATIONS

- Bachelor's degree in environmental sciences, agronomy, soil science, agriculture, or related fields preferred.

- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting before hiring and every 4 years.
- Must have a clean driving record. A valid Pennsylvania driver's license is required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

NCCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the NCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Last Updated: January 12, 2018