



441 Plum Creek Road
Sunbury, PA 17801



May 15, 2018

NEW POSITION ANNOUNCEMENT

TITLE: Watershed Specialist

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 biology, environmental resource management, geoenvironmental studies, environmental science, hydrology, or related fields required; experience doing watershed management, coordinating stream programs, land use planning, etc.; and knowledge of GIS. An equivalent amount of experience with watershed management may be substituted for this educational requirement.

Must also be able to pass the PA Child Abuse History Clearance (Act 151), the PA State Police Background Check, and Fingerprinting immediately upon hiring and every 4 years.

Must also have a clean driving record. A valid Pennsylvania driver's license is required.

A full job description is available on the pages below.

Interested individuals should submit their resume via email to jbecker@nccdpa.org or to the following mailing address:

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

Deadline for resumes is June 8, 2018.

JOB DESCRIPTION

Watershed Specialist

Northumberland County Conservation District

FLSA Classification: NON-EXEMPT

General Statement of Duties

The Watershed Specialist provides technical, informational and organizational assistance that will improve watershed organization development and the quality and quantity of the Commonwealth's surface and groundwater resources. The focus of this work relates to watershed assessment and monitoring, procurement of funding, technical assistance, education and outreach, and the creation, implementation and coordination of work plans and strategies to restore and protect groundwater and surface water resources. The Watershed Specialist is a resource to both the public and private sectors.

Organizational Relationships

The Watershed Specialist serves directly under the District Manager. He/she is also accountable to the Department of Environmental Protection to meet the contracted terms of the Watershed Specialist 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 Watershed Specialist position.

Job Duties and Responsibilities

Watershed Protection Program

- Select one or several priority watersheds of manageable scale (i.e., 15 square miles or less) in which focused protection and restoration work will occur.
- Develop, or support the development of, a watershed-based plan or a similar restoration or protection strategy which identifies threats to water quality within the priority watershed(s) and outlines activities that address identified nonpoint source pollution sources or protective actions; and implement these activities within those identified priority watersheds to the extent that available resources allow.
- Work closely with the regional DEP Watershed Manager on proposals and projects within the watersheds, and in mentoring watershed organizations. Watershed Managers are DEP employees stationed in either regional or district mining offices.
- Prepare and provide written reports of the Watershed Specialist's activities to the Board of Directors.
- Compile and submit quarterly reports to the DEP on the form provided by the Department.
- At the end of each two-year grant cycle, compile and submit to the DEP a synopsis of activities that occurred in or progress made in completing watershed-based plan/strategy development and/or implementation. In this bi-annual synopsis, identify those waterbodies that have shown measurable water quality improvement or on which restoration work has been completed during the contract period in accordance with guidance provided by the DEP.
- Attend pertinent training sessions, including the annual statewide Conservation District Watershed Specialist meeting and at least one regional Watershed Specialist meeting.

Watershed Activities

The Watershed Specialist will annually plan and execute at least ten (10) Watershed Activities across one or more of the following categories:

- Develop or assist with the development of watershed-based plans or similar watershed restoration/protection strategies,
- Implement or support the implementation of WBPs or similar restoration/protection strategies,
- Design or encourage the design and implementation of water quality protection BMPs,
- Develop or encourage the development and implementation of watershed restoration projects or assist with the development and implementation thereof,
- Motivate and assist stakeholders in the implementation of watershed restoration and protection projects,

- Develop or implement demonstration sites or assist with the development and implementation thereof. Demonstration Sites are those sites involving innovative technologies, resource recovery and/or reuse, energy development or new designs to minimize operation/maintenance costs,
- Aid in support of the sustainability of local watershed associations or the development of watershed councils,
- Provide technical assistance to landowners and other citizens as requested,
- Water quality and/or quantity monitoring. Data should be made available to DEP upon request,
- Activities that support nutrient credit trading.

Note: Watershed Activities (WA) are activities that include but are not limited to the following: riparian forest buffer installation, bank stabilization, stormwater management, floodplain management, well-head protection, source water protection, water resource planning, ground water protection, wastewater reuse, abandoned mine drainage reclamation, wetland construction and restoration, agricultural BMP implementation, water quality monitoring, water quantity monitoring, erosion and sedimentation control, nutrient management and other activities pertinent to the planning, implementation, and tracking of activities that protect or restore the water resource.

Watershed Projects and Proposals

The Watershed Specialist will annually complete at least three (3) Watershed Project and Proposal activities across one or more of the following categories:

- Preparation and submittal of grant applications to obtain funds from federal, state, local, and private sector funding sources for watershed-based planning or strategy development, resource monitoring, watershed assessment, and BMP implementation,
- Preparation and submittal of reports, reimbursement requests or other documents necessary to manage and maintain grant funding,
- All other work associated with the maintenance and management of grants.

Note: Watershed Project and Proposal (WPP) activities involve those activities necessary to prepare, submit, and manage grant funded projects not including the Growing Greener funds used to staff the CDWS position. Activities under this category include researching grant opportunities, preparing and assembling grant application, tracking funds and preparing documents required by grantors to satisfy grant requirements. Activities that involve the implementation of grants where that implementation involves the design and implementation of BMPs should be reported under Watershed Activities.

Training Provided

The Watershed Specialist will annually plan and execute at least five (5) training activities across one or more of the following categories. Examples of training activities a watershed specialist may provide to stakeholders includes but is not limited to:

- Trainings that promote watershed restoration, protection, or conservation by instructing attendees on these concepts,
- Trainings both in and out of the classroom that may lead to the design, implementation, or maintenance of water quality, water quantity BMPs, or water resource conservation and protection,
- Production and distribution of training materials through traditional and contemporary media outlets promoting watershed awareness,
- Exhibit displays promoting watershed protection, conservation and restoration in a public forum in order to direct the public to implement practices to restore or protect water resources.

Note: Trainings Provided (TP) do not include the attendance at routine meetings such as district board meetings but may include attendance at watershed association meetings if training is delivered at that meeting. Further, DEP encourages Watershed Specialists to provide training to stakeholders that results in or directly relates to the planning, implementation, and tracking of water resource activities such as BMP installation and maintenance, surface and groundwater monitoring, and the propagation of species of special interest.

Training Attended

The Watershed Specialist is required to annually attend at least three (3) training events.

- Attend the Department sponsored Annual Conservation District Watershed Specialists Meeting. Attendance at this annual training event is required of all Watershed Specialists to maintain grant reimbursement eligibility,
- Attend/participate in at least one regional Watershed Specialist Meeting annually. This meeting is to be coordinated by the Watershed Manager (DEP) or collaboratively by the Watershed Specialists located within each respective region,
- Attend/participate in one other training event,
- Attend training events as required by the Conservation District,
- Attend training events and/or engage in coursework necessary for the Watershed Specialist to maintain or build upon knowledge, skills and abilities needed to perform the duties described herein.

Note: The Department strongly encourages continuing education of all Watershed Specialists and requests that Conservation Districts make every effort to provide time and opportunity for Watershed Specialists to seek out and obtain training opportunities necessary to affectively plan, implement and track watershed protection and restoration activities in their respective counties. Training Attended (TA) may include webinars, seminars, college courses, symposiums, workshops, and training academies, both online and in traditional formats.

Training and Certification

- As communication and writing skills are of utmost importance for this position, any training to enhance these skills is encouraged.
- Maintain currency with advancing technology related to water quality issues and BMPs by attending training sessions.
- Become familiar with the environmental laws and regulations for which the District is responsible.
- Become familiar with current land use practices, innovative planning techniques and BMPs as they apply to water resource conservation.
- Attend seminars/training events in those areas that will improve the employee's ability to carry out his/her duties.
- Attend any training declared mandatory by the Conservation Districts or DEP.
- Attend sufficient computer training to effectively use the software supplied by the Conservation District and DEP.

ADDITIONAL JOB FUNCTIONS

- Must be familiar with and abide by PA Act 125 of 2010 regarding agricultural biosecurity areas.
- Maintain up-to-date knowledge of all funding programs available to watershed organizations and landowners. Be able to discuss program guidelines in detail and assist landowners in determining which programs meet their needs.
- Aid where necessary in fulfilling the watershed 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 public or public officials. This includes public speaking at meetings, workshops, and other possible venues.
- Work with cooperating agencies, including the Department of Environmental Protection, Department of Agriculture, State Conservation Commission, Northcentral PA Conservancy and PA Fish and Boat Commission.
- Operates a variety of machinery, equipment and tools associated with department activities, which may include a motor vehicle, camera, office equipment, hip waders, kick nets, water testing kits, tape measure, and other instruments.
- Aid other employees as needed.

- Attends the weekly staff meeting.
- Prepare articles for newsletters or annual reports as requested.
- 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. Serve on District committees as assigned.
- 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 monthly.
- 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.
- 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 can 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 biology, environmental resource management, geoenvironmental studies, environmental science, hydrology, or related fields required; experience doing watershed management, coordinating stream programs, land use planning, etc.; and knowledge of GIS. An equivalent amount of experience in Watershed Management may be substituted for this educational requirement.
- Must be able to pass the PA Child Abuse History Clearance (Act 151), PA State Police Criminal Background Check, and Fingerprinting immediately upon 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: April 18, 2018