

## **JOB DESCRIPTION**

*FLSA Classification: NON-EXEMPT*

*Last Updated: March 7, 2023*

### **Agriculture Conservation Assistance Program/ Countywide Action Plan Coordinator/ Erosion and Sedimentation tech – Full-Time Northumberland County Conservation District**

#### **General Statement of Duties**

The Agriculture Conservation Assistance Program/Countywide Action Plan Coordinator will work with ag producers and landowners in Northumberland County to install best management practices in the county. The coordinator will be responsible for administering the program and to delegate responsibilities to other staff working in the programs. This position will also be responsible for assisting the lead E&S Tech with the E&S and 105 delegation for NCCD.

#### **Organizational Relationships**

The Full-Time ACAP/CAP Coordinator/ E&S Tech will be held accountable to the Northumberland County Conservation District (NCCD) Manager and the NCCD Board of Directors.

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 ACAP/CAP Coordinator/E&S Tech.

#### **Job Duties and Responsibilities**

*Agriculture Conservation Assistance Program/ Countywide Action  
Plan Coordinator/ Erosion and Sedimentation tech*

- Delegate duties to others working in this program
- Work with Landowners and Ag Producers to install BMP's
- Complete detailed Quarterly reports for each program
- Create spreadsheets and tracking sheets to keep projects organized
- Work with cooperating agencies as needed.
- Review and enter data into Practice Keeper Data Base.
- Program promotion, outreach, and education.
- Attend staff, Board, and other meetings, if needed.
- Assist in buffer plantings and outreach.
- Assist with Best Management Practice verification on farms in Northumberland County.
- Review and approve E&S Plans, NPDES Permits, and Chapter 105 Permits.
- Complete complaint reports and inspections.
- Log permits into database.
- Construction inspection.

#### **ADDITIONAL JOB FUNCTIONS**

- Operate a variety of machinery, equipment, and tools associated with work activities, which may include a motor vehicle, camera, herbicide application equipment, office equipment, and other instruments.
- Maintain daily narrative of work activity, accurate time-sheet, and mileage log. Turn in a daily log on a weekly basis and time-sheet and mileage log on a monthly basis.
- Assist 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**

- Work a combination of indoors with adequate workspace, 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.

- This position requires multiple hours of driving daily.
- 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 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, 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 at least 60 pounds, 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 environmental sciences, entomology, biology, or related fields preferred, but not necessary.
- 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.*

*This job description is not intended to be a contract for employment, but rather a description of this position’s job duties. All District employees are employed at-will, meaning that either NCCD or the employee may terminate the employment relationship at any time, for any reason, with or without notice.*

*NCCD is an Equal Employment Opportunity employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, genetic information, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by the applicable federal, state, or local laws. This commitment applies, but is not limited, to decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.*

**I am aware and understand the above job description.**

**Name of Employee:** \_\_\_\_\_  
**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Manager:** \_\_\_\_\_  
**Signature of Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_