

**WASHINGTON COUNTY SOIL CONSERVATION DISTRICT  
POSITION DESCRIPTION  
SOIL CONSERVATION TECHNICIAN**

<b>POSITION FUNCTIONS</b>
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**1. MAIN PURPOSE OF THE JOB:**

This is technical soil and water conservation work which involves survey, design, layout and spot checks of conservation practices on agricultural land. Work is done in conjunction with the agricultural land owner or operator and the contractor. This position assists the District in the implementation of Best Management Practices (BMPs).

**2. ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES**

	% OF TIME AND OR WEIGHT OF IMPORTANCE	DUTY	JOB
3	30%	Perform site evaluations for cooperators to address soil and water conservation needs by meeting with individual landowner and gathering site specific information necessary to develop engineering design, i.e. survey work, soil runoff computations, BMP selection, topographical information and mapping, soil interpretation, plotting survey and computer data entry and site interpretations.	
3	35%	Perform survey and develop design of BMP utilizing CADD to assist cooperators with the installation of soil conservation and water quality improvement projects based on NRCS technical guidelines or other approved guidelines.	
3	15%	Supervise and track on-site construction of BMP to adhere to approved plan and specifications through the use of site visits, survey, spot checks, inspections that meet the required guidelines set forth in the design manual of NRCS, or other approved manuals.	

2	5%	Informs Planner of the cooperators requests for assistance regarding plan development to provide a comprehensive plan in resource management by way of formal or informal communication.
3	5%	Interprets resource materials including maps and aerial photographs to assist in the development of the design of engineering practices through a working knowledge of survey and key geographic information as well as computation on engineering data.
2	5%	Promotes conservation programs, including planning through outreach to non-participating landowners (cooperators) to further improve water quality and reduce erosion through field contacts, office referrals and community outreach programs.
2	5%	Inventory and evaluate, for cooperators/landowners, practices to reduce soil erosion and to improve water quality by performing on site evaluations, gathering field information and resource data to identify needs and resource priorities.
2	100%	Promotes water quality programs by presenting a positive attitude in the performance of duties, proper work habits and a professional demeanor, maintaining a positive work relationship with cooperating agencies and fellow employees.

### 3. LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS

Daily contact with District Manager for day-to-day administrative supervision to include the monitoring of work assignments and performance of same.

Daily contact with District Conservationist for day-to-day technical guidance to include the monitoring of work assignments and performance of same.

Daily contact with individual landowners or operators to plan and install conservation measures. Contact with contractors whenever conservation practices are installed for landowners.

Frequent contact with representatives of other agencies such as the Extension Service, MD Fish, Heritage and Wildlife Service, Farm Service Agency, MD Department of the Environment, MD Department of Natural Resources, Non-tidal Wetlands Division, and county agencies to obtain information and provide assistance to landowners.

#### **4. DECISIONS AND RECOMMENDATIONS**

Decide which conservation practice to recommend for solving the resource problem.  
Decide how to survey in order to accurately design and install the planned practice.  
Determine the design, location and dimensions of a specific measure to be installed.  
Estimate cost of conservation practices.

Coordinate with associated state, local and federal agencies for required permits for designed practices.

On-site construction coordination and evaluation based on designed practices, including field changes due to unforeseen site conditions.

#### **5. EQUIPMENT USED**

Transit, theodolite, clinometer, calculator, self-leveling and laser levels, survey rod, measuring tape, planimeter, hand levels, templates, auger, shovel, vehicle, digital cameras, total survey station, Windows computer operating systems, GPS, GIS, AutoCAD, ServCAD, Softdesk COGO and LDDT civil engineering software programs.

#### **6. NATURE OF SUPERVISION RECEIVED**

General Supervision

#### **7. WORKING CONDITIONS**

Work involves exposure to uncomfortable or unpleasant surroundings.

This position conducts field work that requires employee to be exposed to varying weather conditions at locations such as construction sites and barnyards.

Work involves exposure to hazardous conditions which may result in injury.

This position involves exposure to hazardous conditions such as agri-chemicals, farm machinery, construction equipment and other field conditions which may pose a hazard.

Work involves special physical demands such as lifting 50 pounds or more, climbing ladders, etc.

This position requires lifting of equipment, display boards, manuals, etc., traversing fields and woods, as well as farm headquarters and construction sites.

Work requires use of protective equipment such as goggles, gloves, mask, etc.

This position requires the use of hard hats in construction areas. Eye protection is to be worn when packaging trees for the annual tree seedling sale and at other appropriate times.

<b>PERFORMANCE STANDARDS</b>
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### **PERFORMANCE STANDARDS**

***Perform site evaluations for cooperator to address soil and water conservation needs by meeting with individual landowner and gathering site specific information necessary to develop engineering design, i.e. survey work, soil runoff computations, BMP selection, topographical information and mapping, soil interpretation, plotting survey and computer data entry and site interpretations.***

Performs site evaluations and gathers appropriate information to properly complete project as determined by final outcome of BMP establishment and steps taken along the way as reviewed by technical supervisor.

Meets with landowners/operator to discuss their concerns and desires in terms of farming needs and time schedule for implementation.

Completes survey in accordance with accepted survey standards.

Survey is plotted and drawn and meets standards as found in NRCS Technical Guide.

Site specific information is utilized in the planning of the practice and results in an engineering design that accounts for and incorporates these conditions and features (soil, topography, rainfall).

Maintains a professional and respectful relationship with clients at all times as measured by direct feedback to district manager and/or district conservationist.

***Perform survey and develop design of BMP to assist cooperator with the installation of soil conservation and water quality improvement projects based on NRCS technical guidelines.***

Completes survey in accordance with accepted survey standards.

Survey is plotted and drawn and meets standards as found in NRCS Technical Guide.

BMP is designed in accordance with NRCS Technical Guide.

Listing of job materials and flat rates are compiled correctly for use in either the Maryland Agricultural Cost Share program or the USDA cost share program, as prescribed by those programs in their respective manuals and procedure guides.

Installation of selected BMP is the best possible solution for reducing erosion and improving water quality for the site and meeting farm needs based on soil runoff computations and other factors found in the NRCS Technical Guide.

NRCS form CPA-6 (CONS6) is kept current and complete during all phases of contacts with the project and/or landowner and is kept in project folder at all times.

***Supervise and track on-site construction of BMP to adhere to approved plan and specifications through the use of site visits, survey, spot checks, inspections that meet the required guidelines set forth in the design manual of NRCS.***

Meet with landowner/operator and/or contractor on site during the various stages of the installation of the BMP and maintain a professional, respectful relationship with them as determined by direct feedback to the district manager and/or district conservationist.

Inspects construction during the key phases to determine if practice meets or exceeds specification as designed. The important phases are determined by engineering understanding of the design and site conditions.

Performs appropriate preliminary survey of practice/structure to ensure work is progressing as called for in NRCS engineering standard and design.

Awareness of common engineering design modifications which permits changes to design while in the field during construction of the practice/project.

Maintain contact with contractor in order to fully communicate status of job site and to be fully aware of the project phase status, so that it can be determined when site visits are required.

***Informs Planner of the cooperator requests for assistance regarding plan development to provide a comprehensive plan in resource management by way of formal or informal communication.***

Promotes to the cooperator the development of a soil conservation plan (192) while discussing resource issues for the engineering design.

Transmits information to the Conservation Planner concerning the desire of a cooperator for development of a soil conservation plan (192) within one working day of having the request from the cooperator.

At the request of the planner, provides detailed background information on the farm, cooperators and what type of BMP(s) were (are) installed on the site.

***Interprets resource materials including maps and aerial photographs to assist in the development of the design of engineering practices through a working knowledge of survey and key geographic information as well as computation on engineering data.***

Utilizes soil survey for the county in order to determine soil types for the site of the practice and uses the related soils data in the survey to further analyze specific needs of the practice based on soils, slope and runoff characteristics.

Utilizes USGS quarter-quad topographic maps to locate site of project to determine watershed boundaries which will assist in computation of runoff from rain events.

Performs computation of runoff as found in NRCS Technical Guide, or other approved guide.

***Promotes conservation programs, including planning through outreach to non-participating landowners (cooperators) to further improve water quality and reduce erosion through field contacts, office referrals and community outreach programs.***

Advises cooperators (landowners/operators) and the public of the various services of the soil conservation district by way of personal contacts, presentations at area community and agricultural events and news or press releases.

Work directly with specific agricultural communities on promotion of conservation BMPs and/or planning initiatives by coordinating a community wide approach to a public relations campaign utilizing mass mailings, community informational programs, coordination with sister agencies and contacts with community leaders.

***Inventory and evaluate, for cooperators/landowners, practices to reduce soil erosion and to improve water quality by performing on site evaluations, gather field information and resource data to identify needs and resource priorities.***

Performs site evaluations where appropriate to gather information that will be used to design structural or agronomic practices.

Meets with landowner/operator to discuss their concerns and desires in terms of implementation of specific practices.

Describes (where appropriate) local, state and/or federal programs which may assist the landowner/operator in meeting their needs and those of the resources on the site.

Completes any site evaluation in accordance with accepted procedure in NRCS technical guide and/or planning manual.

Site specific information is utilized in the completion of practices that accounts for and

incorporates these conditions and features.

***Promotes water quality programs by presenting a positive attitude in the performance of duties, proper work habits and a professional demeanor, maintaining a positive work relationship with cooperating agencies and fellow employees.***

Maintains a professional and respectful relationship with clients at all times as measured by direct feedback to district manager and/or district conservationist.

Takes direction from supervisor(s) in a positive manner and completes assignments on time and in an accurate manner based on existing field manuals, technical guides or procedures. Functions as part of an overall team member when working towards a common office goal by coordinating work with others, keeping supervisors and other office staff informed of progress, or lack thereof, advising supervisors when additional support is needed in order to successfully complete the task or assignment.

Reports and starts work at agreed to time, works the full shift (i.e. 8 hrs, etc.) and requests leave in a manner consistent with established policies and procedures.

Appearance and manner are maintained at the professional level to present best image of the district and position to the citizens of the State of Maryland.