

## POSITION DESCRIPTION

POSITION FUNCTIONS

1. MAIN PURPOSE OF THE JOB:

This is water conservation planning work, which involves a working knowledge of soil and water conservation principles, practices and methods related to the planning and installation of soil and water conservation projects and systems. Work is done in conjunction with the agricultural land owner or operator. This position assists Soil Conservation Districts in the preparation and implementation of soil conservation and water quality plans.

2. ESSENTIAL JOB FUNCTIONS AND OTHER ASSIGNED DUTIES - List duty and responsibility statements that identify the essential job functions and other assigned duties. Essential job functions are the fundamental job duties of a position that if not performed will alter the job. (Identify essential job functions by highlighting, underlining, etc.)

% OF TIME AND OR WEIGHT OF IMPORTANCE	JOB DUTY
2     10%	<b>Promote conservation programs, including planning</b> through outreach to nonparticipating landowners (cooperators) to further improve water quality and reduce erosion through field contacts, office referrals and community outreach programs.
2     15%	<b>Inventory and evaluate, for cooperators/landowners, practices to reduce soil erosion and to improve water quality</b> by performing on site evaluations, gathering field information and resource data to identify needs and resource priorities.
3     40%	<b>Develop or revise a conservation plan for the cooperator/landowner</b> that meets their farming operation needs and priorities and promotes the wise use of natural resources which complies with the priorities of the Office of Resource Conservation by following the guidelines or standards for a conservation plan based upon approved standards and specifications.
3     20%	<b>Prepare and deliver plans that are consistent with District and MDA priorities</b> to meet the goals and requirements of both partners through established progress reporting systems.

3 15%

**Determine BMP eligibility for Maryland Agricultural Cost Share (MACS) funding and/or co-cost sharing the for abatement of non-point source (NPS) pollution by agricultural sources** including coordination of cost share flat rates, required certifications, inspections, and periodic monitoring throughout the useful maintenance life of the proposed project BMP.

3. LEVEL, FREQUENCY AND PURPOSE OF WORK CONTACTS: List the contacts that this position has with individuals within the division, agency and department as well as other State agencies, other government agencies, private companies, clients, customers, vendors and the general public. These contacts may be in person, in writing or by telephone. Indicate how often the contact occurs. State the purpose of each contact, for example, to provide information, to explain procedures or decisions, to persuade or negotiate.
- Daily contact with individual landowners or operators to plan and install conservation measures.
  - Daily to weekly contact with individual landowners or operators to discuss and promote conservation planning and practice implementation.
  - Daily contact with personnel from MDA, USDA, and the SCD to function as part of a cooperative team to deliver conservation programs to landowners and operators at the local level.
  - Daily to weekly contact with personnel from USDA Farm Service Agency to obtain maps and coordinate the implementation of CREP and other USDA programs on behalf of landowners and operators.
  - Monthly contact with personnel from the UM, Cooperative Extension to discuss issues relating to nutrient management and agronomics as part of the conservation planning process for landowners and operators.
  - Frequent contact with personnel from DNR Forestry and MDE Non-tidal Wetlands to discuss permit issues relating to agricultural conservation practices.
4. DECISIONS AND RECOMMENDATIONS: List the decisions and recommendations that this position makes which are necessary to carry out essential job functions. State to whom recommendations are made.
- Determine which conservation practices to recommend to landowners and operators for solving resource problems.
  - Assess agronomic conditions and their potential which may have an impact on the design,

installation and maintenance of best management practices.

5. EQUIPMENT USED - List equipment, machinery and tools used to complete this job, e.g., personal computer, calculator, typewriter, hand tools, measuring devices and lab equipment.

Equipment used in this position includes drafting machine, truck, copy machine, planimeter, calculator, typewriter, laser and inkjet printers, fax machine and blueprint copier. Also used in this position are various networked and personal computer systems including programs such as MS Word, MS Excel, Ohio, TR-55, and GIS systems such as Arc View/ArcGIS, USDA NRCS 'Toolkit' and Property View.

6. NATURE OF SUPERVISION RECEIVED - Check the type of supervision that is given to this position. See Instructions Part II, Item 6 for definition of terms.

- Close Supervision
- Moderate Supervision
- General Supervision
- Managerial Supervision

7. WORKING CONDITIONS: (Check all that apply)

Work involves exposure to uncomfortable or unpleasant surroundings. (Explain)

This position conducts field work that requires employee to be exposed to varying weather conditions.

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

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

This position requires lifting of equipment, display boards, manuals, etc.

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

This position requires the use of hard hats in construction areas.

<b>PART III RESPONSIBILITY FOR THE WORK OF OTHERS</b>
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This section should be completed if this position is responsible for the work of others, this includes full and part-time permanent employees, contractual or emergency employees, volunteers, reimbursable or loaned employees. If additional space is required, attach a separate sheet.

<b>PART IV PERFORMANCE STANDARDS</b>
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**PERFORMANCE STANDARDS:** For each essential job function described in Part II, list the standard(s) necessary for satisfactory performance. If additional space is required, attach a separate sheet.

**1. Promote 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.**

- a. 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.
  - i. Outstanding - Independent promotion.
  - ii. Satisfactory - Promotion performed with minimal assistance..
  - iii. Unsatisfactory - Promotion not communicative and unable to deliver without extensive help.
  
- b. Works directly with specific agricultural communities on the 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.
  - i. Outstanding - Independent performance of promotion. Accurate and up to date.
  - ii. Satisfactory - Promotion performed with minimal assistance..
  - iii. Unsatisfactory - Promotion not communicative and unable to deliver without extensive help.

**2. 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.**

- a. Performs site evaluations and gathers appropriate information to properly prepare a conservation plan for the cooperator.
  - i. Outstanding - Prepares plan meeting guidelines utilizing effective data gathering techniques such as landowner/operator interviews, resource inventory and farming trends within the region.
  - ii. Satisfactory - Plan prepared meeting guidelines with less than three visits to farm to perform I & E.
  - iii. Unsatisfactory - Unable to perform
  
- b. Meets with landowner/operator to discuss their concerns and desires in terms of farming needs and time schedule for implementation.
  - i. Outstanding - Independently collects accurate information that enables short and long range planning as well as the preparation of clear priorities for BMP implementation within plan.
  - ii. Satisfactory - Collects information independently to complete plan. May need 1 follow up visit.
  - iii. Unsatisfactory - Unable to perform

- c. Describes local, state and/or federal programs which may assist the landowner/operator in meeting their needs and those of the resources on the site.
    - i. Outstanding - Fully knowledgeable of all programs, and able to easily describe them so they are fully understood by the client.
    - ii. Satisfactory - Aware of current programs and able to describe them satisfactorily to clients with few questions
    - iii. Unsatisfactory - Unable to perform. Does not understand programs
  
  - d. Completes an inventory in accordance with the accepted procedure in the NRCS planning manual.
    - i. Outstanding - N/A
    - ii. Satisfactory - Procedures followed as outlined in manual.
    - iii. Unsatisfactory - Process not followed or unable to perform.
  
  - e. Site specific information is utilized in the completion of the plan that accounts for and incorporates these conditions and features.
    - i. Outstanding - Completed plan includes maps completed using Arc View and GIS, wildlife habitat information, and information on future BMP options and implementation.
    - ii. Satisfactory - Inventory elements included and plan written to address current conservation needs.
    - iii. Unsatisfactory - Unable to develop a conservation plan.
- 3. Develop or revise a conservation plan for the cooperator/landowner that meets their farming operation needs and priorities and promotes the wise use of natural resources which complies with the priorities of the Office of Resource Conservation by following the guidelines or standards for a conservation plan (192) based upon approved standards and specifications.**
- a. Completes the conservation plan in accordance with accepted NRCS planning guidelines and meets the definition of the MDA-RC 192.
    - i. Outstanding - N/A
    - ii. Satisfactory - Procedures followed as outlined in manual.
    - iii. Unsatisfactory - Process not followed or unable to perform

- b. Selection of BMPs is done in dialog with landowner/operator to result in improvement of water quality and the reduction of soil erosion to meet the standards as defined in the MDA-RC 192 definition.
  - i. Outstanding - BMPs identified and planned for in conjunction with client input. No adjustment needed.
  - ii. Satisfactory - BMPs selected based on dialog with client, but may require up to two visits to fully work out the best BMP for the landowner and reduction needs.
  - iii. Unsatisfactory - BMPs not appropriate for plan or landowner.
  
- c. Preparation of the conservation plan and the materials and resources that are included in it, is done in accordance to standards developed by NRCS, MDA and the local district.
  - i. Outstanding - N/A
  - ii. Satisfactory - Procedures followed as outlined in standard.
  - iii. Unsatisfactory - Process not followed or unable to perform
  
- d. Schedule of implementation of the plan takes into account seasonal concerns as well as scheduling and economic limitations of the cooperator.
  - i. Outstanding - Implementation schedule accounts for concerns and limitations.
  - ii. Satisfactory - Implementation schedule accounts for concerns and limitations after no more than 2 revisions. for concerns and limitations after more than 3 revisions with assistance from engineer or supervisor
  - iii. Unsatisfactory - Implementation schedule not developed or unable to be prepared.
  
- e. NRCS form CONS6 is kept current and complete during all phases of contacts with the project and/or landowner and is kept in the project folder at all times.
  - i. Outstanding - Updated after each site visit or contact. Notes are easily understood and detailed
  - ii. Satisfactory - Updated weekly. Notes are current.
  - iii. Unsatisfactory - No notes on project or contact.
  
- f. Meets planning goal guidelines as appropriate for classification level of Soil Conservation Planner III which are: 2,680 acres of conservation planning that meet the MDA ag unit definition.
  - i. Outstanding - Surpass goals by 670 acres or more overall.
  - ii. Satisfactory - Meets goals.
  - iii. Unsatisfactory - Fails to complete 670 acres or more than the overall goal.

- 4. Prepares and delivers plans that are consistent with district and MDA priorities to meet the goals and requirements of both partners through established progress reporting systems.**
  - a. Has knowledge of and understands the annual goal for the total number of plans that are to be developed by the position, the watershed where they are located, and the priority in which they are to be completed, as found in the annual work plan of the soil conservation district.
    - i. Outstanding - Surpass goals by 20% or more
    - ii. Satisfactory - Attains goals
    - iii. Unsatisfactory - Fails to meet goals by 20% or more
  - b. Ensures plans that have been completed and signed are entered in the NRCS PMS reporting program and the MDA quarterly progress report within 2 working days of the plan being signed by the Board.
    - i. Outstanding - N/A
    - ii. Satisfactory - Guidelines followed as outlined.
    - iii. Unsatisfactory - Not entered or reported.
  - c. Cooperator signature and SCD Board approval is secured before plan is reported in NRCS PRS reporting program and the MDA quarterly progress report.
    - i. Outstanding - N/A
    - ii. Satisfactory - Procedures followed as outlined in standard.
    - iii. Unsatisfactory - Process not followed
- 5. Determine BMP eligibility for Maryland Agricultural Cost Share (MACS) funding and/or co-cost sharing for abatement of non-point source (NPS) pollution by agricultural sources including coordination of cost share flat rates, required certifications, inspections, and periodic monitoring throughout the useful maintenance life of the proposed project BMP.**
  - a. Determines BMP eligibility for MACS funding by assuring that the practice(s) treat NPS pollution related to agricultural sources.
    - i. Outstanding - N/A
    - ii. Satisfactory - Guidelines followed as outlined.
    - iii. Unsatisfactory - Guidelines not followed or unable to perform
  - b. Assures the technical integrity and eligibility of BMPs proposed for MACS funding.
    - i. Outstanding - Client background fully investigated and meets all MACS qualifications, BMP selected corrects problem and enhances land via other components implemented.
    - ii. Satisfactory - Client meets all MACS qualifications, selected BMP correct solution to problem.
    - iii. Unsatisfactory - Guidelines not followed or unable to perform

- c. Conducts on-farm status reviews of MACS approved BMPs according to MACS guidelines during the useful maintenance life of the BMP to assure the project continues to meet technical standards and is following Operation and Maintenance Plan guidelines.
  - i. Outstanding - Guidelines followed (100%) as well as holding discussions with the client on additional practices to be considered for MACS (80% of the time)
  - ii. Satisfactory - Guidelines followed as outlined in MACS Manual.
  - iii. Unsatisfactory - Guidelines not followed or unable to perform
  
- d. Monitors approved MACS BMPs for completion with in the specified time frame provided by the MACS program and determine if a need exist to request an extension prior to the expiration of the contract.
  - i. Outstanding – Guidelines followed by developed tracking system. Requested memo for extension sent 60 days in advance.
  - ii. Satisfactory – Guidelines followed as outlined in MACS Manual and SCD policy.
  - iii. Unsatisfactory – Guidelines not followed or unable to perform.