

**POSITION DESCRIPTION
COUNTY OF HOOSIER, INDIANA**

POSITION: Urban Conservationist
DEPARTMENT: County Commissioners
DIVISION: Soil and Water Conservation District
WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Hoosier County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Urban Conservationist for the Hoosier County Soil and Water Conservation District (SWCD), responsible for providing information, technical assistance and encouraging landowners/users in planning and applying natural resources conservation measures for urban land users.

DUTIES:

Conducts and facilitates the implementation of whole parcel conservation plans, including water audits, landscape plans, vegetation assessments, invasive weed management, wildlife habitat planning, storm water quality and quantity management and best management practice site evaluations.

Develops whole parcel conservation plans for parkland, municipal lands, homeowner association common areas, and non-agricultural private property.

Work with homeowners, business, and municipalities to provide technical assistance on rain gardens, bioretention areas, rain barrels, pervious pavement, and other urban stormwater BMPs. Ensure projects meet appropriate standards and specifications as well as local building, zoning, and landscaping codes, and ordinances and regulations.

Develops and manages the SWCD Backyard Conservation program.

Responsible for compliance oversight in Hoosier County to ensure adherence to the Indiana Department of Environmental Management (IDEM) Storm Water Code, otherwise known as Rule 5 and Rule 13 (MS4 Ordinance).

Conducts reviews of construction plans, provides technical assistance and education, and makes on-site inspections to ensure compliance with the County's Comprehensive Storm Water Management Plan.

Maintain close working relations with personnel of other agencies involved in erosion and sediment control, including other county departments and city planning officials.

Develops and delivers training forums, workshops, public education seminars, and outreach material concerning conservation planning, stormwater management, water quality, sediment and nutrient reduction, and other related urban natural resource issues.

Pursue grants and other financial assistance and/or incentives to help landowners install urban BMPs.

Provide soils reports, wetland maps and related information as requested. Understands, interprets and uses various maps, aerial photography, and soils information in assisting residents.

Assists other SWCD personnel with programs as needed, and assists outreach program with publicity, news articles, and at public functions.

Tracks and reports progress of planning and application of conservation practices, and completion of annual goals.

Prepares/submits monthly narrative of activities for SWCD Board, making a written report, oral presentations, and comments as appropriate.

Periodically prepares/makes public speaking presentations to various community groups as requested.

Prepares annual plan of work for review by SWCD Board of Supervisors as required.

Periodically attends job-related training seminars.

Performs other duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate Degree in agronomy, natural resources, agriculture, resource planning, geography, soil science, environmental science, watershed management, or a related area, or equivalent combination of education and experience. Possession of or ability to obtain certification in erosion and sediment control within time specified by department.

Working knowledge of SWCD policies, procedures and legal requirements, and natural resource, conservation or environmental planning, plant sciences, soils, water quality practices, and ability to apply such knowledge in providing information and technical assistance to non-agricultural landowners/users regarding natural resources conservation measures.

Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, regulating agencies, engineers, developers, neighborhood associations, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Knowledge of Microsoft Office and experience with GIS and GPS is preferred.

Ability to read and interpret detailed prints/sketches/specifications and various technical reference manuals, and prepare detailed reports as required.

Ability perform relevant arithmetic calculations, and properly operate standard office equipment, such as computer, printer, typewriter, calculator, fax machine, postage meter, copier, and telephone; and surveying, drafting and soil testing equipment, such as laser level, survey rod, planimeter, cameras, soil auger, soil and tile probes.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent's duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs duties according to SWCD guidelines and technical references, exercising independent judgment in selecting and applying appropriate standards to individual cases.

III. RESPONSIBILITY:

Incumbent applies standardized practices to individual situations, with departures from guidelines and instructions discussed with supervisor at incumbent's discretion. Incumbent receives general supervision from SWCD Board, with work reviewed primarily for effect on SWCD goals and objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent communicates frequently with co-workers, other County departments, regulating agencies, engineers, developers, realtors, homeowner associations, landowners/users, and the public, for purposes of exchanging information, explaining/interpreting regulations, policies and procedures, and resolving problems.

Incumbent reports directly to SWCD Board of Supervisors.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, walking/standing for long periods, walking on uneven terrain, pushing/pulling objects, speaking clearly, keyboarding, close and far vision, hearing communication, and occasional exposure to adverse weather conditions. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight.