



**JOB DESCRIPTION**  
**SULLIVAN COUNTY CHESAPEAKE BAY TECHNICIAN**  
**PENNSYLVANIA CHESAPEAKE BAY PROGRAM**  
**SULLIVAN COUNTY CONSERVATION DISTRICT**  
**Last Updated: October 8, 2019**

**GENERAL DESCRIPTION:**

The primary responsibilities of this position include working with various partners to implement the Chesapeake Bay restoration strategy and contribute to improved water quality within the Chesapeake Bay watershed.

**JOB DUTIES & RESPONSIBILITIES:**

*Primary Responsibilities*

- Assist with the development, implementation, and maintenance of County Implementation Plans that maximize sediment and nutrient pollution reductions with available funding and resources
- Collect information on the needs of county agricultural operations and seek funding or assistance to address needs
- Cooperate with landowners and Natural Resource Conservation Service and PA DEP staff to develop and plan best management practices (BMPs) for landowners seeking assistance
- Work with NRCS or private engineering staff in the development and implementation of BMPs including planning, design, installation, and maintenance
- Conduct construction inspections on behalf of the project engineer as assigned in the project's Quality Assurance Plan
- Conduct applicable follow-up with landowners at least annually to review agreements to assure scheduled BMPs are installed on time and that previously installed BMPs are operational and being maintained properly
- Coordinate with DEP Program Staff and applicable agencies for follow-up inspections of installed BMPs to assure proper operation and maintenance at a minimum of once during the lifespan of the contract
- Promote and offer assistance for manure and soil sampling along with manure spreader calibration services to the agricultural community
- Maintain a daily record of time spent in all work activities and submit required quarterly report forms of activities in a complete, correct, and timely manner to the DEP Program
- Assist in maintaining a computerized record keeping system for the County Chesapeake Bay Program.
- Assist in maintaining all required record keeping relating to CBP contracts so that the district may make accurate and timely reports to appropriate agency or officials
- Complete farm inspections as per the guidelines of the Standard Operating Procedure developed by PA DEP
- Develop and maintain inspection lists for operations as per guidance of PA DEP Regional Staff
- Maintain original inspection forms and computer-generated files of all inspection activities
- Coordinate with the Federal USDA, NRCS and FSA to solicit and assist with funding sources for BMP implementation
- Attend and participate in all Chesapeake Bay Program meetings and trainings coordinated by the PA DEP Chesapeake Bay Program Office and North Central PA DEP Regional Office
- Coordinate with DEP and NRCS representatives in fact gathering investigations including office reviews, project compliance inspections, failed practice investigations, complaints, and violations. All will be accomplished following the district's approved Ag complaint and compliance strategy
- Attend technical trainings to maintain efficiency in duties required of the position. Make use of other pertinent training for position responsibilities and maintain Engineering Job Approval for select tasks

- Assist and advocate field days, financial assistance opportunities, tours, exhibits, demonstration projects, and other public education outreach that promotes the goals of the PA Chesapeake Bay Program
- Corrections to concerns noted during administrative file reviews and compliance inspections should be addressed completely and in a timely manner. Notification of these corrections shall be given to DEP Program Staff for further review and approval as appropriate
- Provide educational programs and media outreach to the farming community on funding programs, new technology, and responsibilities of farming operations to meet regulatory obligations
- Meet goals of the current annual CBP Technician Contract with the PA DEP

### **ADDITIONAL JOB FUNCTIONS**

- Interprets various forms, correspondence, technical plans and reports, Standard Operating Procedures, soil surveys, maps, photographs, laws and regulations, manuals, and other documents
- Assists with the conservation district's educational events and fundraising activities
- Prepares news articles for public outreach and education
- Represents the district at a variety of meetings and conferences including agency board meetings, presentations at schools, county meetings, municipal officials' meetings, civic groups, etc.
- Works with local, state, and federal agencies and organizations to improve natural resources and offer informative and beneficial events in the county
- Attends monthly board meetings and provides a written report to the directors at the end of each month
- Submits quarterly reporting information to the Department of Environmental Protection
- Maintains a daily log of time spent in each program or job category
- Submits weekly time adjustment sheets and monthly time logs to the manager in addition to using the time clock
- Maintains detailed records in order to provide agencies with accurate and timely reports
- Provides assistance to other district employees as needed
- Perform other duties as assigned by the Board of Directors and/or the District Manager in addition to those listed

### **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, dirt, weather, or other conditions during outdoor site 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:**

- Bachelor's Degree from an accredited university, college, or trade school with major emphasis in environmental science, ecology, natural resource management, hydrology, biology or related field
- Ability to read and apply rules, regulations, policies, and procedures in the preparation and implementation of the PA Chesapeake Bay Program; Proficiency is especially important in correctly performing the bidding and contracting under the Financial Assistance Funding Program and Special Projects Funding Program

- Ability to learn and apply technical information including Web Soil Survey, Global Positioning Systems (GPS), and Geographic Information System (GIS) in addition to Microsoft Office Suite software
- Ability to communicate effectively with landowners, municipal officials, engineers, developers, operators of earth moving equipment, and personnel from cooperating agencies
- Ability to speak and write clearly and effectively, including public speaking
- Ability to establish and maintain effective work relationships with other employees and the public
- Ability to make decisions within departmental precedents and regulations
- Must be physically capable of field work for data verification and quality control
- Be respectful of district owned equipment
- Must have and maintain a valid PA Driver's License
- Attend seminars/trainings/meetings (including staff and board meetings) declared mandatory by the Conservation District or DEP (other meetings as approved by the manager)
- 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 best management practices (BMPs) as they apply to soil and water resource conservation
- Ability to perform mathematical operations including basic algebra and geometry
- Ability to perform under minimal supervision

This is a Conservation District Position, with county benefits. Normal working hours will be 8:30 AM – 4:00 PM to accommodate a 35-hour work week. Employee must be available for occasional evening and/or weekend activities. The technician will follow county and district personnel policies and procedures. State and Federal Child Clearances are required prior to employment and updated every five years according to state regulations.

Guidelines contained in District Administrative, Chesapeake Bay Program Standard Operating Procedures, and other manuals will be used by the technician in performance of duties. The District Manager and DEP Field Staff will provide assistance in understanding appropriate documents and regulations. The technician will keep the District Manager informed as to training needs, daily schedule, upcoming events or other relevant matters. A performance evaluation of the technician will be done in two months following the sixty-day probationary period, and after that on a yearly basis.

In compliance with the Americans with Disabilities Act, the Sullivan County Conservation District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.