



**JOB DESCRIPTION**  
**WATERSHED SPECIALIST**  
**SULLIVAN COUNTY CONSERVATION DISTRICT**  
**Last Updated: October 8, 2019**

**GENERAL DESCRIPTION:**

The primary responsibilities of this position include the creation, implementation and coordination of work plans and strategies to restore and protect the Commonwealth's surface and groundwater resources, providing technical assistance, water sampling and monitoring, acid mine drainage remediation, watershed assessment, procurement of grant funding for various programs and projects,

**JOB DUTIES & RESPONSIBILITIES:**

*Primary Responsibilities*

- Assist in the developments and use of resource inventories, land use information and available water quality assessments to identify existing and potential sources of non-point source pollution.
- Develop programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals, and governing agencies.
- Facilitate the transfer of technical information among local, state, and federal resource agencies, watershed groups, land managers, and other citizens.
- Prepare and submit grant proposals to provide funding for non-point source watershed activities (technical support positions, 319 projects, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and implementation projects.
- Work closely with DEP Regional Watershed Manager on all Growing Greener proposals and projects within the county watersheds to avoid duplication of efforts.
- Assist with the formation, development, and organization of local watershed organizations. Support watershed organizations with technical assistance, watershed planning and educational programs.
- Provide technical assistance in the planning and implementation of structural and nonstructural best management practices (BMPs) designed to restore and protect surface and groundwater quality.
- Work with municipalities and County Planning Commission to adopt model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management, and other water conservation objectives.
- Develop workshops and implement demonstration projects on the interrelationship between land use decisions and non-point source pollution prevention.
- Assist municipalities in resolving stormwater and other NPS related complaints.
- Work with watershed groups and various government agencies to complete and/or implement Watershed Implementation Plans and assess the effectiveness of existing non-point source programs.
- Upon request by DEP, assist with data collection for Total Maximum Daily Load (TMDL) development.
- Report at least annually to DEP in a format provided by the Department on water quality improvements in streams and lakes within the county.
- Submit quarterly activity reports to DEP in a format provided by the DEP.

*Education and Instruction*

- Prepare public outreach efforts for the general public and media on NPS issues and what is being done by various groups in different watersheds to restore and protect the waters of the Commonwealth.
- Encourage agencies, landowners, associations, and citizens to participate in watershed initiatives. Informing the same about state requirements regarding water resource protection, as well as, technical resources and funding opportunities that are available for the accomplishment of these initiatives.

*Training and Certification*

- As communication and writing skills are of utmost importance for this position, any training to enhance these skills is encouraged.
- Maintain currency with advancing technology related to water quality issues and best management practices by attending training sessions.
- 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 water resource conservation
- Attend seminars/training in those areas that will improve the Watershed Specialist's ability to carry out his duties.
- Attend any training declared mandatory by the Conservation District, or the Department of Environmental Protection.
- Attend sufficient computer training to effectively use the software supplied by the Sullivan Conservation District and the Department of Environmental Protection.

### **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, watershed 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 visits to construction sites, agricultural areas, or stream rehabilitation projects
- 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
- Experience conducting watershed management projects, coordinating stream programs, land use planning, etc.
- 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, Watershed Specialist 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.