

Cambria County Job Description

Job Title: RESOURCE CONSERVATION SUPERVISOR (RCS for Water)

Department: CAMBRIA COUNTY CONSERVATION DISTRICT (CD)

Reports To: Conservation District Manager or designee

FLSA Status: Hourly, non-exempt

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Prepared Date: 09/24/04

Approved By:

Approved Date:

SUMMARY

The Resource Conservation Supervisor Position (RCS) is a middle management employee that will serve as the County Geologist/Watershed Specialist and will be part of the Conservation District's "Administrative Team". Responsibilities include fulfilling existing program duties in addition to managing a core group of employees and respective programs and projects on the Water program side of operations as determined and established in the CD's annual goals and objectives and Strategic Plan. Duties include: mineral assessment and watershed specialist responsibilities and administration of: all watershed specialist program duties; environmental education program; procuring funds through grant writing; coordinating, collaborating with civic groups and cooperating agencies in solving natural resource related problems and issues and performing other delegated CD duties. This position reports to and is under the direction of the Conservation District Manager and Assistant Manager. Appropriate office dress code will be followed unless field inspections are necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Uses resource inventories, land use information and available water assessments to identify existing and potential sources of non-point source pollution (NPS). Work with watershed groups to do any additional non-point source (NPS) problem assessment needed to develop and implement a watershed management plan;
- Develops 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, federal resource agencies, watershed groups and land managers;
- Prepares and submits grant proposals to provide funding for a non-point watershed activities (technical support positions, 319 project, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and implementation projects;
- Acknowledges and comments on all Growing Greener applications within the county(s) watersheds. Work closely with DEP Regional Watershed Coordinators on all proposals within the county(s) watersheds to avoid duplication of efforts;
- Supports existing watershed organizations with technical assistance, watershed planning and educational programs;
- Provides technical assistance in the planning and implementation of riparian buffers and other structural and nonstructural best management practices designed to protect and improve surface and groundwater quality;
- Orders supplies and materials, monitor and document progress on all construction and service contracts;

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- Works with municipalities and County Planning Commissions to adopt model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management, etc.;
- Prepares public information “spots” for the media (and copy Department of Environmental Protection) on what is being done by various groups in different watersheds to restore and protect the waters of the Commonwealth;
- Encourages agencies and landowners to cooperate in watershed initiatives, and inform them of the technical resources and funding opportunities that are available.
- Attends training to stay current with advancing technology related to water quality issues and best management practices;
- Becomes familiar with the environmental laws and regulation (Chapter 102, NPDES and Chapter 105) for which the CD is responsible;
- Become familiar with current land use practices, innovate planning techniques and nonstructural best management practices (BMPs);
- Attends seminars/training in those areas that will improve the employee’s ability to carry out his/her duties (e.g. DEP’s Watershed Academy, nutrient management, wetlands delineation, training offered by NRCS, local resource management and protection issues, protect design techniques-BMPs, land use planning, land trusts/conservancies);
- Attends any training declared mandatory by the Conservation Districts, PA Departmental Protection, or Pennsylvania Department of Agriculture;
- Attends sufficient computer training to effectively use the software supplied by the Conservation District and the Natural Resource Conservation Service (e.g. Microsoft Word, Excel, and PowerPoint).

Mineral Assessment Duties:

- Prepares information for the Assessment Appeals Board as relates to mineral assessment;
- Handles mineral assessment questions, edit and update mineral mapping;
- Prepares monthly and annual reports on mineral assessment activities.

SUPERVISORY RESPONSIBILITIES

- Attends and contributes to all staff and Administrative Team meetings.
- Recommends assigned staff scheduling and workload distribution.
- Identifies and recommends workload that would go to the next management level.
- Identifies staff professional development needs and assist with developing Individual Development Plans.
- Conducts annual staff performance appraisals.
- Verifies staff time sheets and monthly expenses.
- Procures funds through grant writing and other applicable processes;
- Coordinates administrative activities for programs and projects;
- Recommends actions regarding approvals of contracts and payments for programs and projects;
- Completes program reports and fund reimbursement requests by set deadlines;
- Reviews project and program budgets;
- Consistently performs existing job duties as previously assigned.
- Maintains daily activity log, attend monthly district meetings as needed and report monthly activities and accomplishments to the CD Manager;
- Maintains files on all program or project activities under this responsibility, and subsequent correspondence;
- Responsible for timeline/ time constraints as identified by upper management.
- Assists with other district programs as assigned.

QUALIFICATIONS

- Knowledge of matters pertinent to the Conservation District and County operations.
- Ability to work independently with minimum supervision;
- Ability to procure funds through grant writing and grant administration;
- Knowledge of basic computer operations and selected office and resource management/software packages;
- Knowledge of matters pertinent to conservation, environmental education and the environment;
- Knowledge of basic laboratory procedures protocols and water testing equipment.
- Knowledge of procedures and protocols for water sampling in the field and for laboratory analysis.

EDUCATION and/or EXPERIENCE

- Bachelor of Science degree in geology or hydrogeology required or a Bachelor of Science degree in a natural resource field with an emphasis in geology or hydrogeology.
- Demonstrated administrative and leadership skills.

LANGUAGE SKILLS

- Must speak fluent, clear English and write the language and have the ability to communicate effectively with staff, along with a wide range of individuals and organizations.

MATHEMATICAL SKILLS

Ability to prepare budgets, reimbursement forms and other math related skills at least at the geometry level.

REASONING ABILITY

- Work assignments are made in terms of objectives to be achieved often without explicit instruction as to work methods;
- The RCS oversees project work groups and maintains a daily log to fulfill the requirements of the funding agencies;
- The RCS schedules own time except where specific assignments are made by District Manager or his/her designated representative;
- Takes the initiative in keeping the District Manager or representative informed on matters relevant to planning, scheduling, priorities, areas of concern or problems of any nature, and public relations;
- The RCS has the responsibility for scheduling and carrying out the objectives to meet the District's goals in their areas of assignment;
- Actively participates in the development of plans, schedules and activities;
- Will independently resolve technical problems involving concepts and methods for which the Conservation District provides guidance;
- Shall be thoroughly acquainted with all conservation practices used in the areas of assignment and be able to work under minimum supervision;
- Jointly reviews on a regular basis with the CD Manager and Board of Directors, the status of active projects and identifies potential future projects;
- Develops own short-term schedules for follow-up activities required of projects.

CERTIFICATES, LICENSES, REGISTRATIONS

Maintain a valid PA drivers license, the RCS will be required to provide own transportation as necessary for field work and meetings.

PHYSICAL DEMANDS

Ability to physically perform the duties of the position without an accommodation. Must be able to traverse rough terrain in natural areas and on construction sites. From time to time, completion of duties will require outside work in inclement weather conditions.

WORK ENVIRONMENT

The Conservation District office provides a professional work environment. The nature of this job consists of both office and field work. This includes neatness of individual work space. All employees are required to maintain a neat work area and care is to be given to all equipment including rolling stock that is within the employees program area. The employee is also expected to maintain appropriate standards of dress, grooming and personal cleanliness. The RCS shall constantly assess and recommend staff workspace needs and neatness. This includes the maintenance and condition of the Disaster's Edge Environmental Center located in the Park of 1889 at St. Michael, PA.