

JOB DESCRIPTION
AGRICULTURE CONSERVATION TECHNICIAN

BERKS COUNTY CONSERVATION DISTRICT

GENERAL STATEMENT OF DUTIES

Assist landowners within Berks County with needs determination, design, layout, and installation of agricultural best management practices (BMPs) which will help protect the soil and water resources of Berks County, the waters of the Chesapeake Bay, the Delaware and the Schuylkill Watersheds. Develop farm conservation plans. Provide status reviews for nutrient management. The Agriculture Conservation Technician is immediately supervised by the District Manager and is ultimately accountable to the District Manager and the District Board of Directors.

JOB DUTIES AND RESPONSIBILITIES

A. Primate Responsibilities:

1. Design layout and provide construction inspection of agricultural best management practices (BMPs) as listed in a landowner's conservation plans.
2. Work with contractors during construction, carry out the necessary construction checks, and certify (as per job approval level) that the practice was installed according to NRCS specifications.
3. Provide sign-up assistance to any landowner interested in conservation planning and nutrient management program.
4. Review nutrient management plans and conduct status reviews as required by Act 38.
5. Complete the goals and objectives of BCCD as dictated by contract and/or delegation agreements with partnering agencies.
6. Develop farm conservation plans in accordance with NRCS standards and/or as per Chapter 102 regulations.

B. Education and Instruction:

1. Encourage landowners to cooperate with Berks County Conservation District (BCCD) and other partnering agencies.
2. Inform landowners of their responsibility to care for Berks County's natural resources.
3. Explain to landowners the technical resources and funding opportunities that are available to them through private (Grants, Nutrient Trading, etc.) and public sources. (Co, State, Fed).
4. Using the media and by personal speaking at agricultural meetings and workshops and at civic groups to inform the public of what the conservation district is doing to preserve our natural resources.

C. Training & Certification:

1. Become certified and maintain certification for PA Nutrient Management Act 38.
2. Attend training to remain proficient and keep up-to-date with Ag BMP design, layout, and installation.
3. Attend any training declared mandatory by the BCCD, DEP, NRCS, or PDA.
4. Obtain appropriate NRCS Job Approval.
5. Attend training in other areas where the employee's development plan indicates that competence would be important for future job performance.
6. Employee is encouraged to become certified in those areas that will improve the employee's image as he/she carries out his/her duties (NICET, ACD).
7. Attain sufficient computer training to efficiently use the software supplied by the District and NRCS (eg, Microsoft Word, Excel, PowerPoint, Toolkit, Arcview).
8. Complete annual computer security training required by NRCS.

D. Reports

1. Prepare the required monthly and quarterly progress reports for BCCD and other programs and other partnering agencies as required.
2. Complete progress reporting on the appropriate NRCS (Con-6, red line drawings) and/or computer reporting system.

DISTRICT ACTIVITIES

1. Serve on District committees as a volunteer or as appointed.
2. Prepare articles for newsletter or annual report summaries as requested.
3. Attend staff, team, and other meetings as required.
4. Other duties as assigned by the District Manager or Berks County Conservation District Board of Directors.

MINIMUM EDUCATION AND EXPERIENCE

1. Bachelors Degree in Agronomy, Environmental Resources Management, Environmental Science, Agricultural Engineering, or related subject.
2. One to three years combined knowledge and experience with agricultural experience

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge in related coursework in soils, hydrology, land use, geography, stream morphology, and/or ecology.
2. Ability to organize and prioritize effectively.
3. Ability to show initiative in completing tasks with minimal supervision.
4. Ability to communicate effectively both orally and in writing.

5. Ability to establish effective working relationships with various organizations, age groups, and education levels.
6. Working knowledge of basic computer operation and software.
7. Valid driver's license.
8. Pass and maintain the PA Department of Agriculture certification in accordance with the Nutrient Management Act.
9. Ability to traverse difficult terrain, including woods, wetlands, pastures, and water.
10. Ability to work outdoors in a variety of seasons and weather conditions.

WORKING ENVIRONMENT

More than half of the work for this position is expected to be carried out in the field.

This position description serves as a guideline for communication of the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed by the District Manager of BCCD Board of Directors.