



CATTARAUGUS COUNTY SOIL & WATER CONSERVATION DISTRICT

8 Martha Street, Suite 2, Ellicottville, NY
Phone (716) 358-4018

Vacancy Announcement

Conservation District Technician

The Cattaraugus County Soil and Water Conservation District (CCSWCD) is accepting applications for a Conservation District Technician in Ellicottville, New York. This is a full-time appointment, to a permanent non-competitive class title upon completion of a 1-year probationary period. Residency is Waived.

Location: Cattaraugus County SWCD Office, 8 Martha Street, Ellicottville, NY 14731

Hours: Full-time appointment (40 hours/week).

Salary Range: \$45,000 - \$55,000 commensurate with experience.

Benefits: Medical Insurance, Dental Insurance, Vision Insurance, NYS Retirement, NYS Deferred Compensation, Optional Compressed Schedule, Regular Training Opportunities, Vacation, Sick time & Paid Holidays

Position Description: Conservation District Technician will perform a variety of technical duties related to the planning and implementation of conservation practices in Cattaraugus County. District Technicians are both field technicians and professional office staff. In the field, technicians will conduct design surveys, hydroseed, carry out field visits, inspect construction projects, assist in flood control structure operation and maintenance, and make environmental management recommendations to landowners and farmers. In the office, technicians will create reports, assist in grant writing and grant administration, utilize GIS mapping software and interact with the public through outreach programs. Technicians will also learn to carry out the Agricultural Environmental Management (AEM) program, assisting with Environmental farm planning and implementation of Best Management practices. The listed job duties are only a fraction of the potential conservation-related work that is possible with this position.

Preferred Experience:

- Microsoft Office Experience
- Forestry Experience
- Surveying Experience
- ArcGIS Pro Experience
- Certified Crop Advisor
- AEM Certified Planner
- NRCS Certified Planner
- NYS Erosion & Sediment Control Certificate or Equivalent

Special Requirements:

- Possession of a valid Driver's License at the time of appointment.

How To Apply:

Applications will be accepted until 4:30 PM on February 21, 2025.

Submit a **cover letter, resume, 3 references** and **Cattaraugus County Civil Service employment application** by email to jkelly@cattcoswcd.org or in person/by mail to:

Cattaraugus County Soil & Water Conservation District
Attn: Jacob Kelly
8 Martha Street
P.O. Box 1765
Ellicottville, NY 14731

Cattaraugus County Civil Service Application, available at: <https://www.cattco.gov/human-resources/exam-job-app>



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CONSERVATION DISTRICT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the technical application of environmental and conservation programs on both private and public properties. A person in this class is involved with the planning, performance of field surveys, and the design and installation of conservation projects for the Cattaraugus County Soil and Water Conservation District. Duties are performed under the general supervision of the District Field Manager following accepted standards and specifications for conservation practices. Direct supervision may be exercised over work crews during the construction of projects to ensure conformance with approved design. A Conservation District Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- Prepares plans, field surveys, designs and oversees implementation of soil, water, and related natural resource conservation projects on agricultural & non-agricultural lands. These practices may include drainage & runoff control, water quality protection, erosion & sediment control, stream stabilization, ponds and related items;
- Estimates the costs of proposed conservation projects;
- Reviews landowner conservation plans and offers advice in applying accepted conservation practices to their properties;
- Inspects work in progress to ensure adherence to plans;
- Administers the District's stream disturbance permit program in cooperation with the New York State Department of Environmental Conservation;
- Prepares and maintains maps and specifications for projects;
- Assists landowners with calculation of Agricultural Value Assessments;
- Assists with annual tree and shrub sale including preparation of customer orders;
- Maintains records of activities and completed projects;
- Assists in the preparation of District newsletter and annual report;
- Participates in public information and education activities to promote programs and services of the soil and water conservation district.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of materials and procedures used in the construction of erosion and sediment control practices, drainage systems, ponds, forests, and other conservation practices; skill in the use of survey instruments; ability to make engineering computations and use engineering tables; ability to interpret plans, charts, and drawings; ability to understand and carry out written and oral instructions; ability to effectively present the conservation program to interested parties; ability to compile and prepare reports; ability to analyze and organize complex data and to prepare records and reports concisely; ability to develop effective working relationships and deal diplomatically with the public, coworkers and other work contacts; ability to maintain records; mechanical aptitude; attention to detail; physical condition sufficient to perform the essential functions of the position



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MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **and either:**

A) Possession of at least an Associate Degree in Agriculture Science, Mechanical or Civil Engineering, Construction Technology, Environmental Science or Technology, Forestry Management, Natural Resources Conservation, Fish and Wildlife, Agronomy or a related field;

OR

B) Graduation from high school and three (3) years of experience in Soil and Water Conservation or a closely related field;

OR

C) An equivalent combination of training of training and experience as defined by the limits of A) and B).

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Possession of a valid driver's license at time of appointment.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised: 1/17/2025