

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: County Soil Conservationist
DEPARTMENT: Soil and Water Conservation
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: PAT III

DATE WRITTEN: September 2020
DATE REVISED:

STATUS: Full-Time
FLSA STATUS: Non- Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential requirements of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as County Soil Conservationist for the Soil & Water Conservation District, responsible for reviewing control plans, ensuring site compliance, and preparing reports for various organizations.

DUTIES:

Reviews erosion and sediment control plans.

Inspects construction sites and prepares and distributes detailed reports to ensure various sites are in compliance.

Assists in education trainings, providing technical assistance and education.

Prepares written reports for Municipal Separate Storm Sewer Systems (MS4), and other various organizations as required.

Assists and communicates with customers and other personnel, responding to inquiries, and/or directs callers to appropriate individual or department.

Provides conservation planning and application assistance to landowners, land improvement contractors, state and local agencies, and units of government.

Maintains current knowledge of soil and water conservation practices and issues.

Works with landowners to develop, implement, maintain and revise conservation plans that are simple and clear-cut with the assistance of a higher graded conservationist

Explains conservation programs with direct guidance using straightforward narrations of facts and uncomplicated descriptions of conservation practices

Assists in the evaluation of the implementation of conservation plans and their alternatives

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Completes research for writing grants for additional funding including IDEM Section 319 and Clean Water Indiana grants

Implements cost sharing applications and programs to assist land-owners in proper installation of awarded grant funded best management practices

Performs other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelor's Degree in environmental science, natural resources, or related field required. Previous experience is preferred.

Ability to meet all departmental hiring requirements, including passage of a drug test as well as a federal background check.

Working knowledge of Department and standard office policies and procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of conservation practices, procedures and legal requirements.

Ability to properly operate standard office equipment and software, such as computer, Microsoft Office, calculator, copier, telephone, and vehicle.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Natural Resources Conservation Service (NRCS), Purdue Extension, Indiana Master Naturalists, Indiana Department of Natural Resources (INDNR), Farm Service Agency (FSA), Municipal Separate Storm Sewer Systems (MS4), contractors, other agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to read and interpret detailed prints, sketches, layouts, and maps.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

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Ability to compile, collate, or classify data, compare/observe similarities and differences between data, people, or things, and take action based on data analysis.

Ability to count, compute, calculate, and perform arithmetic operations.

Ability to plan and present public speaking presentations and special events.

Ability to testify in legal proceedings/court.

Ability to occasionally work weekends, evenings, and extended hours and travel out of town for conferences/meetings, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of relatively standard duties according department policies and procedures and state code, with priorities determined by supervisor. Errors in employee's work are usually prevented and detected through reports and with supervisory review, with undetected errors resulting in loss of time for correction.

III. PERSONAL RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, Natural Resources Conservation Service (NRCS), Purdue Extension, Indiana Master Naturalists, Indiana Department of Natural Resources (INDNR), Farm Service Agency (FSA), Municipal Separate Storm Sewer Systems (MS4), contractors, other agencies, and the public for purposes of giving and receiving information and rendering service.

Incumbent reports directly to the District Administration Manager.

IV. PHYSICAL EFFORT AND WORKING ENVIRONMENT:

Incumbent performs duties in a standard office environment, outdoors, and in a vehicle, involving sitting/walking at will, sitting/standing/walking for long periods, walking on uneven terrain, working in extreme hot or cold temperatures, lifting/carrying objects weighing under 50 pounds, handling/grasping objects, hearing sounds/communication, keyboarding, driving, bending/reaching, color/depth perception, crouching/kneeling, clearly, and close/far vision. Incumbent may be required to wear protective clothing or equipment.

Incumbent occasionally works weekends, evenings, and extended hours and travels out of town for conferences/meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of County Soil Conservationist for the LaPorte County Soil and Water Conservation describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name