

**COLUMBIA COUNTY CONSERVATION DISTRICT
RESOURCE CONSERVATIONIST I
JOB DESCRIPTION**

CHESAPEAKE BAY PROGRAM - Responsible for assuring that the Chesapeake Bay Program, as delegated from the state, is properly implemented in the county to improve soil health, water quality and reduce non-point source pollution to local waters and ultimately the Chesapeake Bay in the following areas:

Administration

- Conduct informational programs to make public aware of Chesapeake Bay Program in Columbia County according to the County Implementation Plan and the Chesapeake Bay Tributary Strategy.
- Promote the principals of soil health and work with producers to implement management practices to improve soil health.
- Assist county farmers with compliance with Chapter 91 Manure Management Planning. Provide technical assistance with developing plans and implementing best management practices; create farm and soil maps; assist with soil and manure sampling; record keeping.
- Conduct Farm Inspections as per Chesapeake Bay Re-Boot SOP per year on agriculture operations and livestock / equine operations located in Columbia County until all have been visited.
- Complete existing BMP data collection as directed by DEP.
- Prepare and submit grant proposals to secure funding for BMP project implementations as per the Chesapeake Bay Tributary Strategy.
- Prepare legal contracts including cost estimates, funding agreements, and other related documentation needed to provide state and federal funds for installation of BMPs on private property.
- Track and document progress of all grant project implementation and BMPs.
- Recommend payment for individual practices as warranted.
- Responsible for tracking all grant funding allocations and payments to assure proper use of funding.
- Continue the administration and implementation of all existing grants.
- Assist District Manager in preparation of all quarterly and annual reports as required by program guidelines.
- Attend statewide and regional meetings as needed for training, program updates, and continuing education.

Technical

- Assist the public with the development of agricultural erosion and sediment (E&S) control plans and manure management plans.
- Work with cooperating agencies (NRCS, DEP, other Conservation Districts, etc.) to develop detailed engineering plans and documents to be used in contracting the installation of BMPs identified in developed E&S and manure management plans.
- Assist in the installation of BMPs for project implementation as required by the Chesapeake Bay Tributary Strategy.

- Provide quality assurance and inspection during construction of BMPs to assure implementation according to detailed engineering designs and technical standards.
- Prepare and maintain an adequate set of as-built drawings to document proper installation of practices.
- Arrange and coordinate with landowner, DEP Program Staff, and applicable agencies to perform follow-up inspections on 1/3 of completed projects to assure performance of BMPs and proper operation and maintenance.

NUTRIENT MANAGEMENT ACT PROGRAM (Act 38) – Responsible for assuring that the Nutrient Management Act as delegated from the state is properly implemented in the county in the following areas:

Administration

- Conduct informational programs to make public aware of Nutrient Management Act requirements and potential funding sources.
- Conduct annual Concentrated Animal Operation (CAO) status reviews for all CAOs in Columbia County.
- Assist District Manager in preparation of all quarterly and annual reports as required by program guidelines.
- Must have Act 38 certification or obtain certification within 1 year.

Technical

- Review nutrient management plans prepared by others to assure they meet the requirements and regulations of Act 38 as developed by the State. Coordinate with plan writer to implement changes and additions as needed to meet same.
- Make recommendations for action by the Board of Directors on reviewed nutrient management plans.
- Complete CAO determinations for livestock / equine owners or operators.
- Track and investigate complaints about potential manure related water quality pollution events. Work with the public to address concerns or refer as needed to appropriate agencies.
- Attend statewide and regional meetings as needed to maintain up to date knowledge of the program and maintain state certification as a Nutrient Management Specialist.

OTHER DUTIES/REQUIREMENTS:

- Provide assistance and support as needed for other district sponsored activities and educational programs.
- May have irregular work hours involving evening and weekend work.
- Must have and maintain a valid PA Driver's License.
- Will be required to provide own transportation when district vehicle is not available as necessary for fieldwork and meetings - mileage and miscellaneous expenses will be reimbursed as approved by the District.

The Columbia County Conservation District is an equal opportunity employer. All employment decisions are made without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or the presence of a non-job-related medical condition or handicap.

I have read the above and understand the requirements of the job and concur with same.

DGLVR/Watershed Specialist

Date

Nancy Corbin, District Manager

Date

In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the District.

(Revised 2018)