



Sullivan County
Laporte, PA 18626

JOB DESCRIPTION

POSITION TITLE: Conservation Resource Technician	DEPARTMENT: Sullivan County Conservation District
REPORTS TO: Conservation District Manager	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt

POSITION PURPOSE:
The Conservation Resource Technician will assist the Watershed Specialist / Chesapeake Bay Technician and Erosion / Sedimentation Control Technician with several responsibilities to include developing and monitoring Nutrient Management plans and obtaining general use and joint permits for various projects. The Resource Technician will provide input related to CAP (Countywide Action Plan) and ACAP (Agriculture Conservation Assistance Program). This position will assist with finding and writing grants for project funding as well as participate in youth and adult Conservation Education.

- EDUCATION / EXPERIENCE:**
- Bachelor's Degree in Biology, Environmental Science or related field required.
 - Experience with grant writing is preferred.
 - Experience with GIS/mapping and permitting is preferred.
 - Experience in agriculture and manure management is preferred.

- JOB REQUIREMENTS / SKILLS:**
- Able to use enhanced communication skills to effectively communicate both verbally and in writing to a wide range of individuals and groups.
 - Available to work some irregular hours as needed, including evenings and weekends.
 - Able to maintain currency with advancing technology related to water quality issues, nutrient management, and best management practices.
 - Working knowledge of current land use practices, innovative planning techniques, and best management practices (BMPs) as they apply to water resource conservation and nutrient management.
 - Working knowledge of Microsoft Word, Excel, PowerPoint, Publisher, Teams, and Outlook.
 - Knowledge of Zoom, GIS, Canva, Google Docs, and Drop Box a plus.
 - Able to pass a criminal background check.
 - Possess a valid PA driver's license with a good driving history.
 - Be self-motivated requiring little or no immediate supervision.

- ESSENTIAL FUNCTIONS:**
- Attend any training declared mandatory by the Conservation District including staff meetings, board meetings, banquets, other meetings as requested and/or the Department of Environmental Protection. This also includes computer training to effectively use the software supplied by the Sullivan Conservation District and the Department of Environmental Protection.
 - Assist with researching, writing, and submitting grants for Growing Greener, EE (Energy Efficiency), MWEE (Meaningful Watershed Educational Experiences), CAP (Countywide Action Plan), and ACAP (Agriculture Conservation Assistance Program), and others.
 - Assist with obtaining general use and joint permits for District projects.
 - Assist in writing and monitoring Nutrient Management Plans and Erosion and Sedimentation Plans
 - Assist Chesapeake Bay Technician with program inspections.
 - Provide input to the District Director for the writing of CAP and ACAP plans.

JOB DESCRIPTION: Resource Technician

- Work with Practice Keeper.
- Educate youth through the school poster contest, 5th grade environmental day, and other programs.
- Educate adults through programs like Women in Ag, Soil Stewardship, and other workshops.
- Assist the Watershed Specialist / Chesapeake Bay Technician and Erosion / Sedimentation Control Technician with other duties as assigned.
- Perform other duties as requested by the Board of Directors or District Manager.

PHYSICAL REQUIREMENTS:

- Ability to traverse rough and uneven terrain in both indoor and outdoor environments.
- Ability to work outdoors in inclement weather where wet and slippery surfaces are encountered.