

**ALBANY COUNTY SOIL & WATER CONSERVATION DISTRICT  
VACANCY ANNOUNCEMENT**

*Conservation District Technician*

**LOCATION:** 24 Martin Road  
Voorheesville, NY 12186

*This is a Provisional Full-time appointment to a competitive class title. Incumbent will need to take the Albany County Civil Service exam, pass, and be reachable on the certified list to be permanently appointed.*

**BENEFITS:** Annual, Personal and Sick Leave; Health Insurance; NYS Retirement; NYS Deferred Compensation (optional)

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Albany County Soil and Water Conservation District and performs a variety of technical duties. This employee has the responsibility of performing surveys and studies dealing with water and soil conservation practices within the County. The work includes the design of systems pertaining to land use, soil analysis, water management and sediment or erosion control to be used by municipalities, builders, developers, and private individuals. Duties increase in difficulty and responsibility as the incumbent's professional development increases. Field work is a requirement of the position. Work is performed under the limited supervision of a higher level official. Does related work as required.

**MINIMUM QUALIFICATIONS: EITHER:**

- A. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in environmental science, environmental technology, geology, physical or natural science, agriculture or related field; OR
- B. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in environmental science, environmental technology, geology, physical or natural science, agriculture or related field, AND two (2) years of experience in natural resources, agriculture, land surveying, engineering, construction, or environmental planning.

**SALARY RANGE:** \$38,000 - \$54,000 - Commensurate with experience, education and certification

To apply: Send cover letter, resume, transcripts and three references by **September 10, 2021** to:

Albany County Soil and Water Conservation District  
Personnel Committee  
24 Martin Road  
Voorheesville, NY 12186

**FULL JOB SPECIFICATIONS:** Please see second page for full Civil Service Job Specs

NOTE: It is vital that you submit with your application, all information necessary to show your qualifications for Civil Service Examination, which will be held at a later date.

## CONSERVATION DISTRICT TECHNICIAN

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Albany County Soil and Water Conservation District and performs a variety of technical duties. This employee has the responsibility of performing surveys and studies dealing with water and soil conservation practices within the County. The work includes the design of systems pertaining to land use, soil analysis, water management and sediment or erosion control to be used by municipalities, builders, developers, and private individuals. Duties increase in difficulty and responsibility as the incumbent's professional development increases. Field work is a requirement of the position. Work is performed under the limited supervision of a higher level official. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Assists in the administration of the Conservation District's Agricultural Environmental Management program;
- Provides technical assistance to landowners and government agencies including the evaluation, survey, design, cost estimates, layout implementation and construction inspection of soil and water conservation practices;
- Collects data and prepare surveys, maps and specifications concerning potential conservation projects;
- Assists in the inventory and evaluation of natural resources and management activities, preparing natural resource conservation and development plans for public and private properties;
- Assists with established district programs such as tree and shrub sale, fish stocking and pond management;
- Prepares a monthly work report, develop and post weekly schedule, and keep daily narrative;
- Assists with the District's public relations and submits monthly news items concerning programs or other natural resources management issues;
- Assists with the District's conservation education program including field days, tours, etc.;
- Participates in meetings and trainings as assigned by a higher level official and/or District Board;
- Assists in grant preparation as assigned by a higher lever official;
- Other duties as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of materials and procedures used in the construction of drainage systems, ponds, forests and other conservation projects;
- Working knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation;
- Ability to interpret maps, charts and graphs;
- Ability to speak and write to multiple audiences;
- Ability to operate a computer to use MS Office products and ArcMap GIS;
- Ability to deal with the public and to represent the conservation program to interested parties;
- Ability to compile and prepare reports;
- Ability to occasionally lift and/or move up to 50 pounds.
- Dependability;
- Manual dexterity;
- Physical condition commensurate with the demands of the position.

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### **SPECIAL REQUIREMENT:**

Possession of a New York State driver's license at time of appointment.  
Must pass a Federal background check.prior to appointment.

Juris. Class: Competitive

ACCS Adopted: 10/98, Reviewed and readopted by ACCS resolution on 2/10/11

Revised: 05/05, 5/16, 1/19