

WESTERN LAKE ERIE BASIN PARTNERSHIP

POSITION DESCRIPTION
WLEB Conservationist

Nature and Purpose of Work

This position is that of WLEB Conservationist with headquarters in Bowling Green, Ohio, located within the Wood Soil and Water Conservation District, which is multi-county in scope and includes the following Ottawa, Sandusky and Lucas Counties. Primary responsibilities include Conservation Planning and Implementation, Farm Bill Assistance, Nutrient Management and Waste Utilization Assistance, Assistance to Landowners in Implementing USDA Farm Bill Programs and Public Information and Outreach Activities for the Western Lake Erie Basin Partnership. In addition, this position will report progress and accomplishments via the NRCS progress reporting system, including Customer Service Toolkit and the PRS system. This position will be required to pass the USDA Security Background Check. Other duties include providing technical support in other SWCD program and priorities.

Essential Functions of the Position

The person filling this position must be a highly self-motivated individual. He/she must be able to work in a multi-county area, to work in inclement weather, to see well, to walk on rough terrain, to read and understand instructions, to write and keep records of activities, and to operate a computer using MS Windows/Office environment. She/he must also be able to drive to and from the jobsite, to work, and communicate well with co-workers, individual landowners, agency personnel, and government officials. Experience in public-sector, project oriented work and with water resource issues is essential.

Minimum Qualifications of the Position

Qualifications for this job include a strong knowledge of agriculture and natural resource (soil and water) management. A two or four-year degree in agriculture, natural resource management, environmental science, aquatic biology, hydrogeology or related field is required. Ability to work with landowners and general public. Training or experience in agronomy, crop production and or nutrient management. Experience and familiarity with various best management practices will be considered. She/he must hold a valid state driver's license with a good driving record, and have and maintain automobile insurance, have the physical ability to maneuver rough and steep terrain on foot, and be able to function in a smoke-free work environment.

Equipment Operation Requirements

Equipment the employee must be able to operate includes (IBM type) personal computer in a Windows 2000 or greater environment running MS Office Professional software applications. She/he must be able to use standard office equipment, and be able to drive an automobile, mini-van, ATV and pickup truck.

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General Duties and Responsibilities

1. Coordinate and implement the conservation planning efforts related to USDA's farm Bill Programs.
 - Assist landowners with educational presentations, and work sessions on farm bill programs such as EQUIP, CSP, CRP/CREP.
 - Organize press coverage and distribute information to the public about farm bill programs and other conservation strategies.
2. Work with farmers and their partners to coordinate the goals of the Western Lake Erie Basin Partnership's goals and objectives.
3. Assist livestock producers on nutrient management and waste utilization.
4. Represent District's community-based program for agriculture/urban watersheds management at local/state government meetings as needed.
5. Support and provide assistance to local landowners to identify and implement conservation programs under a variety of farm Bill Programs, including:
 - Educating landowners on the need for BMP practices for water quality issues.
 - Promote conservation planning and implementation programs.
6. Assist in electronic data collection to interface with District's GIS.
7. Adhere to the requirements outlined in the Wood SWCD Personnel Employment Policy handbook.
8. Performs any or all other duties as assigned by the Wood SWCD Administrators (management team) or Multi-county SWCD Boards of Supervisors.

Personal Work Relationships

Contact is with co-workers, employees from public and private sector organizations and the general public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinate services, and handle questions about the SWCD, programs and visitor's concerns.

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Supervision and Guidance

A full time, 40 hours per week job, the individual filling this position will be responsible to the Wood Soil and Water Conservation Districts Board of Supervisors, with overall supervision provided by the SWCD Program Administrators (management team). Work will be reviewed as part of this process. The SWCD Multi-county Board of Supervisors will determine and set the salary. Other related benefits for this position will fall within the guidelines set forth within the Wood SWCD's Personnel Handbook.

Work Environment Hazards of the Position

Hazards of this job that the employee should be aware of include, but are not limited to, rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, operating equipment in field conditions, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on a computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

Equal Opportunity Employment

All SWCD and NRCS programs and services are offered on a non-discriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status.

Adopted by the Wood Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of January 18, 2008.

Date _____

SWCD Board Chair

WLEB Conservationist