

**JOB DESCRIPTION**  
**CULPEPER SOIL AND WATER CONSERVATION DISTRICT**  
**CONSERVATION SPECIALIST I**  
**July 2023**

**I. GENERAL**

This position is under the direction of the Culpeper Soil and Water Conservation District Board of Directors with immediate supervision by the District Manager. The Conservation Specialist provides assistance in carrying out the District's objectives in the Annual Plan of Work as directed. The Specialist should have a B.S. degree and/or experience in an agriculture or natural resources field, possess a valid Virginia driver's license and own suitable transportation for which the District will reimburse for mileage used for District business as necessary. Specialist must be able to communicate effectively, both orally and in writing and should have knowledge of agriculture and conservation, be computer literate and have the ability to deal effectively with others, i.e. field office, inter-agency, farmers, and the general public. Specialist should have the ability to organize, plan and schedule work and be willing to accept responsibility. He/she should be able to adapt to new and changing environments, interpret guidelines, and follow established procedures. This position is in part a field position and requires walking on rough terrain, crossing fences and streams, working in adverse weather conditions and occasionally lifting up to 50 pounds. The Specialist will take any training that is appropriate, needed, and recommended by the supervisor. The Specialist will be actively seeking appropriate conservation planner certifications relevant to the position. Specialist will understand that this is not a management position. The position is non-exempt from the Fair Labor Standards Act.

**II. DUTIES**

(1) Assists with administration of the Virginia Agricultural Best Management Practices (BMP) Cost Share Program and/or the District Residential Septic Cost Share Program and other programs as assigned. Provides information and necessary follow-up on all incentive programs and other conservation opportunities to landowners /operators. This is done in coordination with the Cost Share Program Manager (CSPM) and in coordination as needed with the Natural Resources Conservation Service (NRCS). All required documents and records will be kept current and accurate. Reports monthly progress and program applications to the District Board, District Technical Committee,

and associated agencies in coordination with the CSPM.

(2) Informs and provides programmatic assistance to land users when applying for cost share incentives. Provides needed assistance to land users to plan, apply and maintain conservation practices in accordance with program specifications, conducts field surveys and provides engineering designs for practices as job approval authority allows. Provides needed assistance and interaction with the Virginia Department of Health (or equivalent) to insure all evaluations and permitting is complete (septic program specific). Provides assistance to the landowner's contractor, inspects ongoing and completed practices. Enters progress, planning and reports into the computer, and tracks, schedules and assumes continuous maintenance and follow up on projects to ensure program compliance for the life of the practice. Makes contacts with landowners in targeted TMDL watersheds to make them aware of project goals and current programs.

(3) Provides assistance to carry out the District's information program. Creates, organizes and participates in presentations, demonstrations and tours for farm groups, contractors, civic organizations, septic system outreach events and others interested in conservation of our natural resources and resource concerns. Contributes articles to the quarterly newsletter and assists Information/Education Coordinator with technical information for other news articles.

(4) Provides assistance with the development of the Annual Plan of Work, Annual Report, awards program and other programs as required. Attends monthly Board meetings, committee meetings as needed, staff or inter-agency meetings as required.

(5) Provides assistance for the operation and maintenance of the watershed structures sponsored by the Culpeper SWCD in Madison and Culpeper Counties as requested by the Technical Committee. Assists with annual inspections, reports findings to supervisor, and the Board. Assists with needed maintenance as requested.

### **III. SUPERVISION AND GUIDANCE**

The daily supervision for various responsibilities enumerated in the Annual Plan of Work and the technical supervision and guidance is the responsibility of the District Manager and CSPM. Employee will keep supervisor apprised of all programs. The ultimate responsibility for this position rests with the Culpeper Soil and Water Conservation District Board of Directors. If there is a problem between the employee and the supervisor that cannot be resolved between them, the employee shall take it to the Chairman of the District Personnel Committee.

Personnel policies as outlined in the Culpeper Soil and Water Conservation District Personnel Policies and as necessary the Culpeper County Personnel Handbook will be followed.

Candidate must pass a federal background check.

A twelve (12) month probationary period is required.