

PROGRAM TECHNICIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the technician field, college graduates with a career interest in conservation. Trainees receive on-the-job training while performing duties of a limited basis related to the administration and implementation of all Soil and Water Conservation District (SWCD) regular and special programs. Persons appointed at the trainee level will be advanced to Program Technician without further examination upon satisfactory completion of a two year traineeship. Does related work as required. The program technician trainee reports to and receives direction from the SWCD Executive Director for programmatic duties and to either the Technical Coordinator or the Stream Program Coordinator for technical duties.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in facilitating special programs such as the Conservation Reserve Enhanced Program; Assists landowners, contractors and staff with compliance and interpretation of special programs; Assists planting contractors in locating planting stock and approved planting materials to comply with United State Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) standards and specifications; Assists in surveying, designing, estimating and construction oversight of the following Best Management Practices (BMPs): Fencing, Site Prep for Riparian Buffer establishment, Tree and Shrub Planting; Diversions, Waterways, Roof Gutters, Sub-surface Drains, Livestock Crossings, and Spring Developments following USDA/NRCS standards and specifications to meet a variety of site conditions; Helps maintain accurate as-built and design documentation; Assists landowners by preparing the soil group worksheet for the Agricultural Value Exemption Program; Helps coordinate the Tree and Shrub Program, Trout Program and Bass and Minnow Program under the direction of the SWCD Executive Director in coordination with the SWCD Secretary-Treasurer; Plans and coordinates the SWCD Fair Exhibit; Assists in the editing and publishing of the SWCD Newsletter; Complies with all provisions of the BMP Procurement Procedure; Assists in explaining design packages, design requirements and project limits to farmer/landowners and contractors; Helps develop and explain the Operation & Maintenance Plan with farmers; Assists in the preparation and review of grant applications as requested by the SWCD Executive Director; Helps plans and conduct special program tours and training for staff involved in special programs; Operates and maintains work vehicles as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of CAD- based software (i.e., Land Development Desktop, Civil 3D). Basic knowledge of engineering principles and techniques and the use of survey equipment and total station to conduct quality level and topographic surveys. Good knowledge of soil and water conservation principles related to water quality and non-point source pollution. Working knowledge of agriculture and the functions of local, state and federal agencies within the county. Working knowledge of computer software sufficient to complete and create professional reports and informational sheets; knowledge should include experience with computer spreadsheets, word processing, graphics, design, and Geographic Information Systems (GIS). Ability to follow and maintain Natural Resource Conservation Service (NRCS) standards and specifications. Ability to work independently and manage workload efficiently. Ability to maintain a professional and cooperative working relationship with all agency and inter-agency staff to perform technical work. Apply good and independent judgment in the selection of appropriate BMPs. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION:

Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree in Agricultural, Civil or Environmental Engineering, Forest Technology, Landscape Design, Natural Resource Conservation, Surveying, or closely related studies.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

Approved 10/29/02

Revised 9/10/07; 12/22/10

Reviewed 2/26/09