

## **SWCD TECHNICAL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Technical Coordinator is responsible for the administration, coordination, and implementation of Conservation practices as assigned by the SWCD Executive Director. The Technical Coordinator is primarily responsible for the consistent application and implementation of Conservation Practices by SWCD staff that comply with United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) Standards and Specifications. Work shall be performed independently and professionally, coordinating with NRCS Program Engineers and cooperating agency supervisors. The Technical Coordinator shall report directly to, and receive direction from the Executive Director. Supervision of subordinate staff as assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Coordinates the review and approval of all designs prepared by SWCD technical staff with the NRCS Engineers or appropriate SWCD staff; Reviews engineering design packages for compliance with NRCS Standards and Specifications and all applicable Technical and Administrative Directives; Reviews and ensures that engineering design packages comply with all Regulatory Agency Permits; Responsible for obtaining all applicable Regulatory Permits prior to construction; Reviews engineering design packages for technical and administrative consistency; Responsible for staff compliance with all SWCD Procurement Procedures and Policies; Prepares annual Training Plans and annual Employee Evaluations for technical staff; Annually reviews and recommends job approval authority for technical staff in coordination with the NRCS Program Engineer; Responsible for the maintenance of engineering and surveying equipment; Presents the monthly SWCD Implementation Report to the SWCD Board and Cooperating Agencies; Serves as a technical liaison with all Cooperating Agencies. Maintains CPESC Certification. Attends inter-agency meetings, seminars and training; Schedules and conducts regular technical meeting; Prepares Annual Work Plan and workload goals; Responsible for meeting all contractual requirements as delegated by the SWCD Executive Director. Operates and maintains work vehicle as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) Standards and Specifications. Thorough knowledge of the principles and methodologies of agricultural systems, soil and water conservation and non-point source pollution management. Thorough knowledge of Regulatory Permit procedures. Good knowledge of agriculture and conservation in Delaware County. Thorough knowledge of SWCD Procurement Procedures. Good knowledge of the functions of local, state and federal agencies. Working knowledge of related computer software sufficient to complete reports. Working knowledge of CAD-based software (i.e Civil 3D). Ability to maintain a professional and cooperative working relationship with all agency, inter-agency staff, farmers/landowners and contractors. Ability to work independently, manage workload efficiently and accurately, with integrity, confidentiality and good professional judgment. Ability to effectively supervise the work of assigned staff. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Civil Engineering, Agricultural Engineering, Environmental Engineering, Natural Resource Conservation, Agronomy, Agricultural Business or related field, and 10 years experience implementing Agricultural Conservation Practices or related Civil Engineering Projects; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Associates Degree in Civil Engineering, Agricultural Engineering, Environmental Engineering, Natural Resource Conservation, Agronomy, Agricultural Business or related field, and 12 years experience implementing Agricultural Conservation Practices or related Civil Engineering Projects; OR
- C. An Equivalent combination of training and experience as defined in A and B.

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

**NOTE:** A valid CPESC Certification is required at time of employment and maintained throughout employment.

Approved 10/29/02

Revised 12/22/10; 12/5/17