

## **SWCD TECHNICAL COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The Technical Coordinator supervises all SWCD Technical Staff and is responsible for the administration, coordination, and implementation of Best Management Practices (BMPS) as assigned by the SWCD Executive Director. The Technical Coordinator is primarily responsible for the consistent application and implementation of Best Management Practices (BMPs) by SWCD staff that comply with United States Department of Agriculture/Natural Resource Conservation Service (USDA/NRCS) Standards and Specifications. The Technical Coordinator supervises the work of all technical staff and is responsible for compliance with all BMP Procurement Procedures. 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. 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 BMP design packages for compliance with NRCS Standards and Specifications and all applicable Technical and Administrative Directives; Reviews and ensures that BMP design packages comply with all Regulatory Agency Permits; Responsible for obtaining all applicable Regulatory Permits prior to construction; Reviews BMP design packages for technical and administrative consistency; Responsible for staff compliance with all SWCD BMP 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 Accomplishments and Implementation Report to the SWCD Board and Cooperating Agencies; Serves as a technical liaison with all Cooperating Agencies. Maintains CPESC Certification. Prepares Annual Work Plan and individual workload goals for all technical staff. Responsible for meeting all contractual responsibilities 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 agriculture in Delaware County. Thorough knowledge of SWCD BMP Procurement Procedures. Thorough knowledge of 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 the functions of local, state and federal agencies. Working knowledge of related computer software (i.e. Word Perfect, Excel and Access) sufficient to complete reports. Thorough knowledge of CAD-based software (i.e., Land Development Desktop, 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, Natural Resource Conservation, Agronomy or related field, and 5 years of Program Management experience overseeing the implementation of Agricultural BMPs or related Civil Engineering Projects.

**NOTE:** The 5 years of Program Management may be substituted with 10 years of closely related work experience or an equivalent combination of management and work experience as defined above.

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

Approved 10/29/02  
Revised 12/22/10