

## **PROGRAM TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** The Program Technician works as a member of an interdisciplinary team that is responsible for the administration and implementation of all Soil and Water Conservation District (SWCD) regular and special programs. Work shall be performed independently and professionally. Does related work as required. The program technician 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)

Facilitates special programs such as the Conservation Reserve Enhanced Program; Serves as a liaison between all agency and inter-agency staff involved in Special programs; 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; Surveys, designs, estimates and oversees construction 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; Maintains accurate as-builts and design documentation; Approves designs for fencing, planting plans, and other designs; Assists landowners by preparing the soils group worksheet for the Agricultural Value Exemption Program; Coordinates 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; Serves as co-editor and responsible for the publication of the SWCD Newsletter; Represents the Delaware County SWCD at the Upper Susquehanna Coalition monthly meeting, the Hudson Valley Regional Envirothon and the New York State Envirothon; Serves as facilitator of the Delaware County AEM Coordinating Committee; Complies with all provisions of the BMP Procurement Procedure; Explains design packages, design requirements and project limits to farmer/landowners and contractors; Develops and explains the Operation & Maintenance Plan with farmers; Prepares and reviews grant applications as requested by the SWCD Executive Director; Plans and conducts 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). Good 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). Good 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. Good knowledge of agriculture and the functions of local, state and federal agencies within the county. Ability to follow and maintain USDA/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 judgement in the selection of appropriate BMPs. Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATION:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Agricultural, Civil, or Environmental Engineering, Forestry, Landscape Design, Natural Resource Conservation, or closely related studies and two years experience in Civil, Agricultural or Environmental Engineering which shall include survey and designwork; OR
- B. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Agricultural, Civil or Environmental Engineering, Forest Technology, Landscape Design, Natural Resource Conservation, Surveying, or closely related studies and four years of experience in Civil, Agricultural or Environmental Engineering which shall include survey and design work; OR
- C. An equivalent combination of training and experience as defined in A and B above.

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

Approved 12/16/02

Revised 9/10/07; 12/20/10

Reviewed 2/16/09