

## Urban Conservation Job Posting

The Warrick County Soil & Water Conservation District is hiring a full-time (35 hour/week) Urban Conservationist to work in the Boonville, Indiana office. Starting salary is \$40,000 but is negotiable based on education and work experience. This position does not offer benefits currently.

### DUTIES:

- Provide technical assistance regarding issues of soil erosion/sediment control, soil health, agriculture, water quality and quantity concerns, and storm water quality management to Warrick County residents and as requested by various units of City-County government.
- Work primarily with non-traditional producers, specialty crop producers, backyard gardeners, community gardens, etc. to establish soil and water conservation practices and improve soil and plant health.
- Respond to inquiries from the general public and perform site visits.
- Support the development of natural resource management plans for private homeowners, municipal lands, community parklands, homeowner association common areas and other private property.
- Serve as the primary urban soil health technical resource for a 23-county area in southwest Indiana as part of an urban soil health agreement with the Natural Resources Conservation Service (NRCS). Also, as part of this agreement, oversee the establishment of local working groups throughout southwest Indiana that promote soil health to non-traditional producers.
- Develop and deliver educational programming to area schools in areas of soil and water conservation.
- Manage district grants including promoting and marketing grant cost-share programs, providing technical support for practices included in the cost-share programs, reporting, and recordkeeping.
- Supervise the maintenance and development of the conservation exhibit at the Warrick 4-H Center. Develop ways to increase use of the exhibit.
- Assist with district programming and event planning and implementation including workshops, conferences, and other educational and outreach events and initiatives.
- Review Storm Water Pollution Prevention Plans for Rule 5 compliance and perform construction site inspections to ensure appropriate soil erosion, sediment control and stormwater quality measures are being implemented, according to state and local requirements.
- Provide technical training to contractors, inspectors, designers, and others regarding construction site stormwater quality controls.
- Represent SWCD at appropriate meetings when requested and maintain contact with City Stormwater Program Manager and other designated staff.
- Periodically prepare and deliver public speaking presentations to various community groups as requested.
- Prepare annual plan of work related to position for review by SWCD Board of Supervisors.
- Enter progress reporting management system data on computer, and prepare quarterly progress report of conservation measures planned/applied.
- Prepare and submit weekly narrative of activities to Executive Director via written or oral reports.
- Prepare and submit monthly narrative of activities to SWCD Board via written or oral reports.
- Periodically attend job-related training sessions to maintain certifications.
- Performs related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

- Some college preferred in natural resources, agriculture, planning, natural or environmental sciences, or a related discipline area, or equivalent combination of education and experience.
- Working knowledge of SWCD policies, procedures and legal requirements, soil and water quality practices, and ability to apply such knowledge in providing information and technical assistance to landowners/users regarding natural resources conservation measures.
- Working knowledge of land development and regulation issues.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, regulating agencies, engineers, contractors, developers, neighborhood associations, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to read and interpret detailed prints/sketches/specifications and various technical reference manuals, and prepare detailed reports as required.
- Ability perform relevant arithmetic calculations, and properly operate standard office equipment, such as computer, printer, typewriter, calculator, fax machine, copier; and surveying, drafting and soil testing equipment, such as laser level, survey rod, planimeter, cameras, soil auger, soil and tile probes. Use of GIS software like Arc View desired.
- Ability to competently serve the public with diplomacy and respect.
- Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to provide public access to or maintain confidentiality of department informational records according to state requirements.
- Ability to work alone and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.
- Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- Ability to travel and use personal vehicle for job-related activities. Some overnight travel may be necessary.
- Ability to work outdoors which may involve working in cold, wet, hot, humid, or otherwise uncomfortable conditions.

**DIFFICULTY OF WORK:**

Incumbent performs duties within wide-ranging yet specific guidelines, as determined by District Board of Supervisors and state and Federal statute. Incumbent exercises personal discretion and independent judgment to select the most appropriate methods to achieve stated goals. Many duties are independent, requiring extensive coordination efforts.

**RESPONSIBILITY:**

Incumbent's duties are broad in scope and of substantial intricacy, involving many variables and considerations. Incumbent performs according to SWCD guidelines and technical references, exercising independent judgment in selecting and applying appropriate standards to individual cases.

**PERSONAL RELATIONSHIPS:**

Incumbent communicates frequently with co-workers, other County departments, regulating agencies, engineers, contractors, developers, neighborhood associations, landowners/users, and the public, for purposes of exchanging information, explaining/interpreting regulations, policies and procedures, and resolving problems.

**PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and in the field, involving sitting and walking at will, walking/standing for long periods, walking on uneven terrain, pushing/pulling objects, speaking clearly, keyboarding, close and far vision, hearing communication, and occasional exposure to adverse weather conditions (rain, mud, year-round). Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training and meetings, sometimes overnight. Incumbent reports directly to the Board of Supervisors and District Director.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Urban Conservationist for the Warrick County Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

Email your completed resume to:

Whitney McGrew  
Executive Director  
Warrick County Soil & Water Conservation District  
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