

## **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. 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. Does related work as required.

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

Assists in facilitating special programs such as the United States Department of Agriculture Conservation Reserve Enhanced Program; Assists landowners, contractors and staff with compliance and interpretation of special programs; Assists in surveying, designing, estimating and construction oversight of the following Best Management Practices (BMPs): Fencing, Site Preparation for Riparian Buffer establishment, Tree and Shrub Planting; Diversions, Waterways, Roof Gutters, Sub-surface Drains, Livestock Crossings, and Spring Developments following USDA/Natural Resources Conservation Service standards and specifications to meet a variety of site conditions; Collects soil, water aquatic organism samples; Helps maintain accurate as-built and design documentation; Assists landowners by preparing the soil group worksheet for the Agricultural Value Tax Exemption Program; May help coordinate the Tree and Shrub, Trout and Bass Sale Program under the direction of the SWCD Executive Director in coordination with the SWCD Secretary-Treasurer; May Assist plan and coordinate the SWCD Fair Exhibit; 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 BMP Operation & Maintenance Plan with farmers/landowners; Assists in the preparation and review of grant applications as requested by the SWCD Executive Director; Helps plan 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 QUALIFICATIONS:**

Graduation from a college or university with an Associates degree in Agricultural, Civil or Environmental Engineering, Forest Technology, Landscape Design, Construction Management, Natural Resource Conservation, Surveying, Planning or closely related studies.

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

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Approved 10/29/02

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