

Job Code:	2411	Department:	CPZ
Reports To:	CPZ Director	FLSA Status:	Non-Exempt Pay Band: C41
EEO Code:	3- Technicians	Last Revision:	5/2/18

The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of all the specific duties and prerequisites applicable to the position

Purpose of the Position

The purpose of the RCCP Conservation position is to manage and complete tasks outlined in the Regional Conservation Partnership Program (RCCP) proposal for projects located within the Baraboo River Watershed of Sauk County.

Education and Experience Requirements

Required: Bachelor's degree in Soil and Water Conservation, Natural Resources, Agronomy, or another related field
2 years of soil and water conservation planning
Valid Motor Vehicle Operator's License
Become Certified Crop Advisor (CCA) certified within 6 months of start date
Become a Certified Conservation Planner within 2 years of start date

Preferred: Experience working with Geographic Information Systems (GIS), Global Positioning Systems (GPS), and other related software
CCA from the American Society of Agronomy
Certified Conservation Planner from the United States Department of Agriculture-Natural Resource Conservation Service (USDA-NRCS)

Any combination of education and experience that provides equivalent knowledge, skills and abilities may be considered.

Essential Duties and Responsibilities

- Perform resource management planning and public relations work by contacting landowners and promoting RCCP in the Baraboo River Watershed, preparing cost share applications for landowners, and working with cooperating agencies in the development and implementation of the project
- Assist with the implementation of the County's Land and Water Resource Management Plan and Nutrient Management/Waste Ordinance activities

- Assist with the conservation aspects of the Farmland Preservation Program and maintain program participant files
- Prepare progress reports
- Utilize modeling software to evaluate project outcomes based off of phosphorus and sediment reduction
- Prepare maps from surveys
- Perform soil inspections and develop engineered designs for needed erosion control, habitat restoration, animal waste, and water quality
- Conduct informational and educational meetings with employees, landowners, residents, and contractors regarding water quality and erosion control issues
- Analyze water quality data for current state requirements, needed improvements and abatement solutions
- Manage contracts for installation of water quality and erosion control projects

Additional Duties and Responsibilities

- Conduct audits of existing conditions to document need and priorities for funding and installation of conservation practice
- Perform topographic and level surveys of eligible sites
- And other duties as assigned

Competencies

Ability to Communicate:

Advisory data and information such as invoices, bills, bid forms, articles, construction plans, blueprints, technical study reports, topographic maps, plat books, maps, Baraboo River Non-point Control Plan, various manuals, and routine and non-routine correspondence

Verbally and in writing with landowners, farmers, municipal officials, contractors, students, engineers, department personnel, and the general public

By managing, directing, teaching, controlling, counseling, mediating, convincing and persuading others

Explain, demonstrate, and clarify to others established policies, procedures, and standards

Knowledge of:

Calculating algebraic and trigonometric formulas and equation data, and interpreting basic statistical reports

Computer skills, such as database management and various conservation management software

Mental Ability to:

Maintain all relevant certifications

Compare, count, differentiate, measure, sort, classify, compute, tabulate, and/or categorize data and/or information

Assemble, copy, record, and transcribe data and/or information

Analyze data and information using established criteria to define consequences and consider and select alternatives

Apply functional and situational reasoning by exercising judgement, decisiveness, and creativity in everyday routine and non-routine situations

Core Value Standards of Behavior

It is expected that all employees will demonstrate behaviors that support excellence as defined by Sauk County's Personnel Handbook.

Physical and Working Environment

Physical Ability to:

Use fine and gross motor skills to perform tasks such as operating a keyboard, surveyor's transit and level, drafting machine, motor vehicle, camera, slump cone, planimeter, clinometer, and soil auger

Exert effort in moderate to heavy work, such as lifting, carrying, pushing, pulling, stooping, crouching, crawling, climbing, balancing, and standing for long periods of time

Recognize and identify degrees of similarity and differences between characteristics of colors, forms, sounds, odors, textures, etc. associated with objects, materials, and ingredients

Environment:

Moderately unsafe and uncomfortable in respects to noise, temperature variations, odors, toxic agents, and dust

Acknowledgement

All requirements of the described position are subject to change over time where I may be required to perform other duties as requested by Sauk County. Further, I acknowledge that this job description is also not an employment contract. I have received, read, and understand the expectations for the successful performance of this job.

Printed Name: _____ Signature: _____

Date: _____

Sauk County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.