

**Tri-County/City Soil & Water Conservation District**  
**Job Description**  
**Conservation Specialist**

The Conservation Specialist is a professional position that requires exercise of discretion and independent judgement. It is a permanent, full-time, salaried position. The Conservation Specialist provides technical services related to soil and water conservation, within the counties of King George, Spotsylvania, Stafford, and the City of Fredericksburg. This position is under the supervision of the TCCSWCD District Manager. Agricultural conservation planning using best management practices (BMPs) are carried out in accordance with the standards, policies, and specifications of the Virginia Department of Conservation and Recreation (DCR) and the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS).

A college degree in natural resources/conservation field is desirable. Will consider related experience in lieu of degree. DCR Conservation Planner certification must be completed within 18 months of hire. DCR Nutrient Management Planner certification is required within 24 months of hire, dependent on availability of required courses with demonstration of good progress if 24 months is exceeded.

Applicant must have a valid Virginia driver's license and be willing to provide own transportation on the job. Mileage will be reimbursed at the current mileage rate set by District policy.

**Responsibilities**

1. Identify natural resource concerns within the District and schedule/conduct field visits with landowners and/or operators to help address issues to resolve erosion, sediment, nutrient, and water quality concerns.
2. Implement all aspects of the Virginia Agricultural BMP Cost-Share (VACS) and Tax Credit Programs for the district under the guidance of the Board of Directors and District Manager.
3. Provide technical assistance for the installation of best management practices on agricultural lands for both cost-share or tax credit program participants and non-participants.
4. Develop farm conservation plans and Soil & Water Quality Conservation Plans for landowners within the TCCSWCD.
5. Utilize computer software to develop and maintain Conservation plans, Nutrient Management Plans, and to track and report BMPs.
6. Assist with pursuit of funding and grant opportunities for soil and water quality programs.
7. Provide information to all land users on local, state, and federal land use policies and regulations.
8. Provide support to educational program staff in carrying out the District's information/education program.
9. Provide assistance and obtain engineering job approval authority in survey and inspection of BMP practice installation.
10. Provide input into the development of the District's Annual Report, Annual Plan of Work, and Strategic Plan.
11. Attend monthly Board meetings and provide monthly report.
12. Other duties as assigned by District Manager.
13. Conduct Soil & Water Quality Conservation Assessments on farmland within the district.
14. Provide staff support for the Agricultural Technical Review Committee, including scheduling and minute-taking.

**Knowledge, Skills, and Abilities**

1. Knowledge of soil and water conservation issues, policies and technology related to agriculture and development.
2. Knowledge of hydrology and ability to independently develop & compute water runoff equations for project sites.
3. Skilled using computers– for tasks, including word processing, email, database and spreadsheet programs, GIS/Tracking systems.
4. Basic surveying and proficient map reading skills.
5. Communicate effectively both orally and through writing.
6. Organize and schedule time in an efficient manner.
7. Maintain effective working relationships with others.
8. Work independently and as part of a team
9. Interpret ordinances, regulations, and policies.
10. Tasks involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.), and exposure to adverse weather conditions.
11. Operation of survey equipment is required.
12. Tasks require alertness to avoid potentially hazardous conditions.
13. Responsibilities require regular contact with farmers, public officials, District Board members and the general public while using judgment and tact to resolve complex issues.

**Salary Range**

\$35,000-\$55,000

**Benefits**

Virginia Retirement System Plan , Life Insurance, Health Insurance with Vision and Dental, Short/Long Term Disability, Paid Annual and Sick leave, Paid Holidays,

**FLSA Status**

Exempt