

# THOMAS JEFFERSON SOIL AND WATER CONSERVATION DISTRICT

## Conservation Technician I – Charlottesville, VA

This full-time urban conservation technician position will focus on the District's residential cost share programs, pipe inspections, septic assistance programs, erosion and sediment control plan review; GIS mapping and research, producing soils reports, and data management. While this position will primarily work on the urban programs, specific duties and program areas will vary based upon District needs and employee's knowledge, skills, and experience. This position is under the supervision of the TJSWCD District Manager.

### **Essential Job Duties and Responsibilities**

1. Assist and support review of **Erosion and Sediment (E&S)** Control Plans. Provide technical field assistance as requested by County staff. Track progress in database, prepare and submit reports to District staff, the Board of Directors and to Local Government Agencies.
2. Assist and support review of the **Lake Anna Shoreline** Development Site Plans for single family home construction in accordance with Louisa County's Shoreline Management Ordinance. Track progress in database, prepare and submit reports to District staff, the Board of Directors and to Local Government Agencies.
3. Independently manage the **Illicit Discharge Detection and Elimination (IDDE) Program** through inspections, mapping, record-keeping, responding to complaints and other tasks as requested by Albemarle County and the City of Charlottesville. Conduct field inspections of 100 Pipes per year, map all in GIS.
4. Complete **Soils Reports** for Albemarle County.
5. Assist and provide program support for the **Virginia Conservation Assistance Program (VCAP)**. Provide technical assistance in the field to homeowners for the planning and installation of all eligible conservation practices. Track progress in database, prepare and submit reports to District staff, the Board of Directors, the Watershed Resources Committee, and to Virginia Association of Soil and Water Conservation Districts (VASWCD). Coordinate all documentation for VCAP project Approvals and Cost Share Payment.
6. Assist and provide program support for the **Charlottesville Conservation Assistance Program (CCAP)**. Provide technical assistance to homeowners for the planning and installation of all eligible conservation practices. Coordinate all documentation for CCAP project Approvals and Cost Share Payment.
7. Independently manage and coordinate the District's **Septic Assistance Program**. Complete all DCR Tracking Program requirements when cost share is provided to landowners for the Septic Program. Track overall progress in database, prepare and submit required progress and financial reports to District staff, the Board of Directors, the Watershed Committee, and to the Department of Environmental Quality (DEQ). Coordinate all documentation for Septic project Approvals and Cost Share Payment.
8. Maintain documentation related to all activities, including all correspondence, tracking and reporting systems, databases, and paper and computer document files.
9. Attend specific trainings and maintain required Certifications to perform job.
10. Produce GIS maps and compile resource materials for the District strategic planning and conservation goals.

### **Additional Duties**

1. With support from Conservation Specialist or Programs Manager guidance, provide technical assistance in the field for the planning design and installation of best management practices on agricultural lands.
2. With support from Conservation Specialist or Programs Manager, conduct annual spot checks in accordance with DCR guidelines.
3. Promote the District's programs by attending specific conservation-related meetings and events.
4. Assist with outreach, preparing press releases, public presentations and educational programming related to all District residential programs.
5. Assist with Website updates, monthly outreach calendars, social media outreach and activity and other effective communitywide communication methods.
6. Assist with book-keeping, records management and other office administrative duties.
7. Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Should have basic knowledge of soil and water conservation issues, policies and technologies.
- Must know or quickly become conversant with Total Daily Maximum Load (TMDL) and the District's associated programs.
- Must be able to interpret ordinances, regulations, and water quality policies.
- Must be able to interpret technical standards and program policies and guidelines.
- Must be able to perform well on multiple tasks with potential interruptions.
- Must know or quickly learn the legal aspects and technical criteria of Virginia's Erosion and Sediment Control Program and Stormwater Management Program.
- Must have some knowledge or learn quickly about construction excavation activities.
- Must have passion for conservation, and possess the highest levels of integrity, have a positive attitude, be mission-driven.
- Must be self-directed and have the ability to work with minimal direction, be able to work independently and schedule time in an efficient manner
- Must have exceptional or can quickly gain computer software/technology skills and be able to effectively and efficiently use applications including, but not limited to including Geographic Information Systems, and Global Positioning Systems, Outlook, Word, Excel, PowerPoint, (or other desktop design software). Competency with Dropbox, Google Docs, and InDesign a plus, but not required.
- Must have strong map reading and production skills.
- Must have or be able to develop accurate surveying skills.
- Must be able to communicate professionally and effectively.
- Strong ability to engage a wide range of stakeholders and cultures.
- Must be able to maintain effective working relationships with others, including the public and staff.

### **Desirable Personal Characteristics**

- Approachability - Is easy to approach and talk to; spends extra effort to put people at ease; can be warm, pleasant, and gracious; is sensitive to and patient with interpersonal anxieties of others; builds rapport well; is a good listener.
- Interpersonal Skills - Relates well to all kinds of people, inside and outside the organization; builds appropriate rapport; listens; builds constructive and effective relationships; uses diplomacy and tact; truly values people; can diffuse even high- tension situations comfortably.
- Planning Skills - Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work tasks into steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.
- Perseverance - Pursues everything with energy, drive, and a need to finish; seldom gives up before finishing.
- Problem Solving - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; conducts honest analysis; looks beyond the obvious and doesn't stop at the first answers.
- Action Oriented - Enjoys working hard; is full of energy for the things he/she sees as challenging; not fearful of acting with a minimum of planning; seizes more opportunities when appropriate.
- Results Oriented and Accountable - Can be counted on to exceed goals; is constantly and consistently one of the top performers; steadfastly pushes self and others for results.
- Written Communication - Is able to write clearly and succinctly in a variety of communication settings and styles; can get messages across that have the desired effect.
- Discretion -- Is able to deal with sensitive issues and information in a professional and, as required, confidential manner.
- Team Oriented - Works effectively with others; actively contributes to the achievement of group and organizational goals; accepts shared responsibility and ownership of projects.
- Integrity - Is widely trusted and seen as direct, truthful individual; keeps confidences; admits mistakes; doesn't misrepresent her/himself for personal gain;
- Practicality - Balances creativity with the ability to accomplish practical application of creativity to real world situations.

**Physical Conditions and Nature of Work Contacts** Work is performed in a normal office environment and outside in all types of weather. The work requires the ability to talk, listen, observe, stoop, reach, sit, stand, move, climb and descend stairs, use repetitive motions, and traverse uneven terrain. The position requires the ability to operate a telephone, computer keyboard, copier, other typical equipment and motor vehicle, vision to read materials and a computer screen, and hearing and speech to communicate in person and over the telephone. Work requires lifting or moving up to 50 pounds. When necessary, position requires the ability to work unusual shifts, including nights and weekends and travel to conferences workshops and events out of the area. Work may require substantial driving because of the size of the District. Operation of survey equipment is required. Tasks require alertness to avoid potentially hazardous conditions.

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A college degree is preferred, but equivalent experience will be considered. A District vehicle is typically provided for work related travel. Applicant must have a valid Virginia driver's license and must be willing to provide his or her own transportation while on the job if District vehicles are not available. Mileage will be reimbursed at the current federal mileage rate. The duties of this position are considered non-exempt under the FLSA. The TJSWCD benefits package includes fully paid individual employee health benefits, vacation and sick leave, and paid holidays.

Salary is commensurate with experience - Grade 9 (10 w/college degree).

The District utilizes the Albemarle County Pay Scale found online here:

<https://www.albemarle.org/departments.asp?department=hr&relpage=3717>

To apply, please submit a completed Application, Resume, a Cover Letter, and at least 3 current references and their current contact information to Anne Coates at [anne.coates@tjswcd.org](mailto:anne.coates@tjswcd.org)

You can find a copy of the Application online at <https://www.tjswcd.org/>

A writing sample that describes previous successful outcomes on which you have worked is recommended, but not required.

**Priority will be given to applications received no later than 5:00 PM Eastern Time on October 3rd, 2018.** Position is open until filled. Position is subject to 180-day probationary period.

**Employment Eligibility** The successful applicant will be asked to show proof of citizenship or proof of eligibility to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract and may be modified or revoked without notice. The TJSWCD is an equal opportunity employer, makes employment decisions on the basis of merit, and prohibits unlawful discrimination based on race, religion, color, sex, age or marital status.

For more information, please contact Anne Coates, District Manager at 805 455-2820.