



Hamilton County Soil and Water Conservation District

103 County View Drive • PO Box 166 • Lake Pleasant NY 12108

Phone: 518-548-3991 • Fax: 518-548-5602

hamcoswcd.org

Find us on Facebook, Instagram, and Vimeo

Working to manage and promote the wise use of natural resources in Hamilton County since 1965.

Vacancy Announcement Soil and Water District Technician

Job Details: This is a provisional full-time appointment (40 hrs/week). Incumbent will need to take a civil service exam, pass and be reachable on the certified list to be permanently appointed. Benefits include medical, dental, NYS Retirement, optional Deferred Compensation, and vacation, personal, and sick time. Salary range \$38,000 - \$45,000, commensurate with experience. New York State Civil Service Competitive Position.

Typical Work Activities: Perform a variety of technical duties related to the establishment of conservation practices on public and private properties. Assist landowners and units of government with the planning, surveying, design, and implementation of environmental conservation practices and programs. Assist with obtaining permits from state and federal agencies for soil and water related management practices. Oversees equipment and vehicle maintenance. Assist staff with lake and stream sampling, laboratory analysis, database management, and results analysis. Assist with the Tree and Shrub Program, Hydroseeding Program, Septic System Program, and Invasive Species Program. Assist with the Hamilton County Envirothon and Conservation Field Day. Develop and give conservation presentations for a demographic that includes all age groups.

Required Knowledge, Skills, and Abilities: A working knowledge of various resource areas such as erosion control measures, water quality and water monitoring, invasive species, soils, forestry, and wildlife management. Additional qualifications include: survey and designing skills, good communication and organizational skills, ability to get along with others, ability to carry out written and oral instructions, word processing and spreadsheet skills, ability to work in the field in differing climatic conditions and adequate physical condition to complete tasks in the field.

Minimum Qualifications: either:

A. Associate's degree or higher in natural resource conservation, forestry, environmental science, geology, geography, physical or natural science or related fields; OR

B. Graduation from high school or possession of a high school equivalency diploma with two (2) years of experience in woodland conservation, natural resources, construction, engineering, environmental planning, land surveying, or related environmental fields.

Special Requirements: Possession of an appropriate level NYS driver's license at the time of appointment.

How to Apply: To obtain an application visit www.hamcoswcd.org or call 518-548-3991. Send cover letter, resume, and employment application to Caitlin Stewart, District Manager by 4:30 PM on August 31, 2024.

All programs of the Hamilton County Soil and Water Conservation District are offered on a nondiscriminatory basis without regard to race, color, national origin, gender, religion, age, disability, political belief, sexual orientation, or marital or family status

SOIL AND WATER CONSERVATION DISTRICT TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS:

The District Technician is a position that involves technical and administrative assistance to the Soil and Water Conservation District. The incumbent will perform a variety of technical duties related to the establishment of conservation practices on public and private properties. The incumbent implements natural resource conservation programs, studies, and fieldwork under the direct supervision of the District Manager and with guidance from the Board of Directors.

TYPICAL WORK ACTIVITIES:

- Assists in providing or assembling technical and background material and information as requested by the District Manager or Board of Directors;
- Provides technical assistance to landowners and units of local government including the planning, survey, design, and implementation of environmental conservation practices and programs;
- Attends functions, meetings, and trainings, and serves on committees on behalf of the SWCD as required by the District Manager and as necessary;
- Assists landowners and municipalities with obtaining permits from state and federal agencies for a variety of soil, water and related management practices;
- Assists the public with conservation information requests;
- Collects data and prepares surveys, maps, and specifications concerning potential conservation projects;
- Helps maintain District records;
- Prepares a monthly Technician's Report to the Board of Directors. Develops and posts a weekly schedule and daily narrative;
- Assists in grant preparation as assigned by a higher-level official;
- Assists with implementing District programs such as the Tree and Shrub Program, Hydro seeding Program, Invasive Species Program, and Lake Monitoring Program;
- Assists with the District's conservation education program including the Hamilton County Envirothon, Conservation Field Day, and presentations;
- Other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of various resource areas such as water quality, invasive species, soils, forestry, wildlife management, and sediment and erosion control; knowledge of surveying and GIS is preferred; good communication skills; ability to get along with others; ability to carry out written and oral instructions; reliability; ability to interpret maps, charts, and graphs; manual dexterity; mechanical aptitude; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (Either)

- A.) Associate's degree or higher in natural resource conservation, forestry, environmental science, geology, geography, physical or natural science or related fields; OR
- B.) Graduation from high school or possession of a high school equivalency diploma with two (2) years of experience in woodland conservation, natural resources, construction, engineering, environmental planning, land surveying, or related environmental fields.

Revised: February 4, 2019



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caitlinstewart@frontier.com • www.hamiltoncountyswcd.org

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EMPLOYMENT APPLICATION

Name (last, first, middle)		Sex M <input type="checkbox"/> F <input type="checkbox"/>		Social Security Number	
Address		Phone		Email	
				Date of application	
US Citizen Yes <input type="checkbox"/> No <input type="checkbox"/>		Type of VISA (if not a citizen)		Position desired	
				Salary desired	
Have you been previously employed by the District? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, when?		List any relatives now officially associated with the District:			
Indicate areas you are willing to work: Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer <input type="checkbox"/>					

Education and training (include high school, GED, trade and vocational schools, undergraduate and graduate degrees)					
School	Address	Major	Minor	Date attended / degree received	Degree / credits completed

List skills, qualifications, or accomplishments related to the position you are applying for (include technology, lab analysis, public speaking skills, etc.)		
List an professional society memberships:		
List current licenses and certifications (include issuing state and expiration date)		
Do you have a valid New York State driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain.
Give the number of moving traffic violations you have had over the past three (3) years	Give the number of traffic accidents you have had in the past three (3) years	
Have you ever been convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you currently out on bail or on your own recognizance pending trial? Yes <input type="checkbox"/> No <input type="checkbox"/> Have you ever been convicted of driving under the influence of alcohol or drugs? Yes <input type="checkbox"/> No <input type="checkbox"/> If your answer is yes to any of these questions, please report all cases and dates except minor traffic violations, sealed or juvenile convictions.		
List three references who are not related to you, and include name, phone number, email address, title, and organization 1. 2. 3.		

Previous work experience (please list most recent experiences first and include U.S. military service)		
Name of employer	Phone	Job title
Address (street, city, state, zip code)	Supervisor's name and title	
Describe work performed		
Start date	End date	Reason for leaving

Name of employer	Phone	Job title
Address (street, city, state, zip code)	Supervisor's name and title	

Describe work performed		
Start date	End date	Reason for leaving

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Address (street, city, state, zip code)		Supervisor's name and title
Describe work performed		
Start date	End date	Reason for leaving

I certify that the above information is correct and complete to the best of my knowledge and belief. I make this statement with the knowledge that any false or misleading statement or omission of material fact MAY BE SUFFICIENT CAUSE FOR DISMISSAL. I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any prior notice.

Signature _____