



Hamilton County Soil and Water Conservation District

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www.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 – Seasonal Technician

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs a variety of routine duties assisting the regular Soil and Water Conservation District (“District”) staff in the execution of natural resources and conservation programs and / or projects. The Seasonal Technician will assist District staff in field surveys, developing of supporting documents and construction of conservation projects, and educational outreach events. Work is performed under the immediate supervision of the District Manager and other District staff. Does related work as required.

TYPICAL WORK ACTIVITIES (illustrative only):

- Assists with projects involving field work, including the use of Global Positioning Systems, Geographic Information Systems, and Survey123;
- Work may include the use of power equipment, planting, or physical labor;
- Assists with the District’s Hydroseeding Program to stabilize eroding road banks and ditches, Lake Monitoring Program to collect water samples, Water Testing Program to oversee drop off and deliver samples to the lab, and Invasive Species Program to monitor and manage invaders;
- Provides technical assistance and written reports as needed;
- Helps to conduct conservation education programs;
- Assists the public with obtaining information from the District office;
- Other related duties as assigned by the District Manager.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of field data collection and construction;
- Knowledge of GIS and GPS;
- Knowledge of watersheds;
- Ability to acquire a working knowledge of the methods and techniques involved in the work assigned and follow Standard Operating Procedures;
- Ability to express oneself clearly both orally and in writing;
- Knowledge of word processing, spreadsheet, and associated computer applications;
- Ability to work with field equipment;
- Ability to work as a member of a team;
- Dependable, enthusiastic, and ability for physical exertion and lifting up to 50 pounds;
- Comfort and experience spending time in a wilderness setting, regularly hiking long distances, and willingness to work in adverse weather conditions.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and completion of thirty credits or more of college coursework in the field of natural resources, conservation, environmental science, agriculture, or closely related field.

SPECIAL REQUIREMENTS:

Valid driver's license to operate a vehicle in New York State is required.

LENGTH OF POSITION:

Flexible start and end date, late spring through fall.

BENEFITS

- Hourly Wage: \$18.00 to \$19.50 per hour depending on experience;
- Four paid holidays (Memorial Day, Juneteenth, Independence Day, Labor Day);
- Paid trainings;
- Cell phone reimbursement.

TO APPLY

Mail or email a cover letter, resume, employment application, and contact information for two references to District Manager Caitlin Stewart (caitlin@hamcoswcd.org). Deadline: April 11, 2025. Applicant must submit all application requirements to be considered. Vacancy open until filled.

It is the policy of the Hamilton County SWCD to provide employment without discrimination based on race, color, national origin, gender, age, disability, political belief, sexual orientation, marital or family status.

Employment Application

- 1) Name:
- 2) Address:
- 3) Phone Number:
- 4) Email Address:
- 5) Date of Application:
- 6) Position Desired:
- 7) Are you 18 years or older? ☐Yes ☐No
- 8) Are you a citizen of the United States? ☐Yes ☐No
- 9) Gender:
- 10) Pronoun:
- 11) Education: please include high school, GED, trade or vocational schools, undergraduate, graduate, and doctoral degrees.

School	Address	Major / Minor	Date Attended / Degree Received	Credits Completed

- 12) Previous Work Experience: please list work experiences including U.S. military service.

Employer	Job Title	Describe Work Performed	Start and End Date	Reason for Leaving

- 13) List skills, qualifications, or accomplishments related to this position (computers, lab analysis, public speaking, etc.).

14) List current licenses and certifications (include issuing state and expiration date).

15) Have you ever been convicted of any crime (felony or misdemeanor)? ☐Yes ☐No

16) Are you currently out on bail or on your recognizance pending trial? ☐Yes ☐No

17) Have you ever been convicted of driving under the influence of alcohol or drugs? ☐Yes
☐No

18) Do you have a valid New York State driver's license? ☐Yes ☐No

19) Has your driver's license ever been suspended or revoked? ☐Yes ☐No

20) Give the number of moving traffic violations you have received in the last 3 years:

21) Give the number of traffic accidents you have had in the last 3 years:

22) References: Please list 2 people for references who are not related to you.

Name	Title	Email	Phone number

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 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_____

Date_____

All programs and employment opportunities 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.