

### CONSERVATION DISTRICT FIELD MANAGER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising or assisting in the supervision of a county or multi-county environmental resources and conservation program. This position involves the execution of environmental and conservation programs involving both private and public properties. Employees in this class may assume limited administrative responsibilities in the planning and execution of a resource conservation program. Work is performed under the direction of the Board of Directors and in some cases under the supervision of the Conservation District Senior Field Manager. General supervision is exercised over all other subordinate employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** *(Illustrative only)*

Supervises and is responsible for the field application of environmental conservation projects of the district;  
Provides technical assistance including the design, cost estimating, contract preparation and supervision of environmental conservation projects;  
Recommends actions to be taken by the Board of Directors concerning landowners and others requesting assistance;  
Reviews the progress towards project completion and recommends payment for work completed;  
Performs general administrative duties involving general office routines and procedures including reports to the Board;  
Explains the purposes of the conservation program, specifically the prevention of soil erosion and values of soil conservation;  
Prepares tentative and preliminary cost estimates pertaining to conservation projects;  
May coordinate all district activities with the cooperating agencies assisting the district;  
Collects data, prepares surveys, maps and specifications of potential conservation projects;  
Prepares written agreements between the Board, landowners and others;  
May act as the contracting officer in the negotiating of contracts for environmental projects between the district, landowner, governmental units and construction contractors;  
Schedules work for contractors and supervises the work as examples by the construction of diversion terraces, open drainage, title drainage systems, ponds and other kinds of soil and water management;  
May be responsible for the collection of funds from cooperators.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of materials and procedures used in the construction and maintenance of drainage systems, ponds, forests and other conservation practices; good knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; working knowledge of public or business administration; skill in estimating procedures used in soil and water conservation projects; ability to interpret maps, charts and graphs; ability to supervise the work of others; ability to deal with the public and to represent the conservation program to interested parties; ability to compile and prepare reports; dependability; enthusiasm; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** *Either:*

- [a] Graduation from a regionally accredited or New York State registered college or university with an associates's degree in mechanical, civil, construction or environmental health technology or related field and one year of satisfactory experience in construction, land surveying, engineering or related field; or
- [b] Graduation from high school or possession of a high school equivalency diploma and three years of progressively responsible experience in construction, land surveying, engineering or related field, or
- [c] An equivalent combination of training and experience as defined by the limits of [a] and [b].