

Department: Soil & Water Conservation
Classification: Competitive
Grade: _____

SPEC DISK A7
DOCUMENT 61

CONSERVATION DISTRICT SENIOR FIELD MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating, administering and supervising a county or multi-county environmental resources and conservation program. This position involves planning for the execution of environmental and conservation programs involving both private and public properties, and private and public entities (such as Planning Boards, Watershed Associations, Nature Conservancies, etc.) in all aspects of natural resources management including both administrative and technical phases. Employees in this class assume the administrative responsibilities for the organization and execution of the application phase of a resource conservation program. Work is performed under the direction of the Board of Directors of the County Soil and Water Conservation District. 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 all of the varied activities of the staff including all "field" work;
Provides technical assistance including the design, cost estimating, contract preparation and supervision of environmental conservation projects;
Provides the governing body with the information needed for decision making;
Prepares analyses of workloads and makes recommendations as to allocations of personnel and equipment, negotiates contracts, prepares budget and costs estimates, prepares annual reports and assembles statistical data as needed by the district board and State Conservation Committee;
Explains the purposes, functions and programs of the soil and water conservation districts;
Prepares tentative and preliminary project cost estimates pertaining to environmental and conservation projects;
Coordinates all district activities with the cooperating agencies assisting the district;
Collects data, prepares surveys, maps and specifications concerning potential conservation projects;
May act as the operations representative for the board of directors of a conservation district in its contacts with other units of government;
Calculates and recommends schedules of fees and/or margins of costs which the district may wish to assess landowners for services rendered;
May act as the contracting officer in the negotiating of contracts for environmental projects between district, landowner, governmental units and construction contractors;
Schedules work for contractors and sees to its supervision in all categories of execution including administrative and financial;
May be appointed by the board of directors as secretary and/or treasurer of the district;
Responsible for the collection of funds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the materials and procedures used in the construction and maintenance of drainage systems, ponds, forests and other conservation practices; thorough knowledge of the principles and practices of natural resource conservation with emphasis on soil and water conservation; good knowledge of public and/or business administration; skill in estimating procedures used in soil and water conservation projects; ability to interpret maps, charts and graphs; ability to plan and 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.

CONSERVATION DISTRICT SENIOR FIELD MANAGER - CONTINUED

MINIMUM QUALIFICATIONS: *Either:*

- [a] Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in the physical sciences, business administration, marketing, industrial management, civil engineering or related field, and two years of responsible supervisory experience in construction, land surveying, engineering or related field; or
- [b] Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in mechanical, civil, construction or environmental health technology or related field, and four years of satisfactory experience in construction, land surveying, engineering or related field, two years of which shall have been in a supervisory capacity; or
- [c] Graduation from high school or possession of a high school equivalency diploma and six years of progressively responsible experience in construction, land surveying, engineering or related fields, two years of which shall have been in a supervisory capacity; or
- [d] An equivalent combination of training and experience as defined by the limits of [a], [b] and [c].

ADOPTED: 07/17/97