



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Watershed Specialist/Education Coordinator
Department: Conservation District
Position Reports to: Manager
Grade Level: K
FLSA Status: N
Position Type: Full-time
Bargaining Unit Status: Non-Bargaining
Date: April 3, 2018

Summary: The purpose of this position is to provide technical, informational and organizational assistance that will improve the watershed organization development and the quality and quantity of the Commonwealth's surface and groundwater resources. The focus of this work relates to watershed assessment, procurement of funding, technical assistance, and the creation, implementation and coordination of work plans and strategies to restore and protect groundwater and surface water resources. The Watershed Specialist is a resource to both the public and private sectors and is accountable to the Clinton County Conservation District Board of Directors. This person will provide technical assistance to community groups, state agencies and other groups working to improve water quality as Watershed Specialist, and coordinate and conduct conservation education programs for youth and adults with local educators as Education Coordinator. The Watershed Specialist also works with the agricultural community to maintain and improve water quality through education and conservation measures. The work is performed under the direction of the Conservation District Manager.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides technical assistance and information to a variety of community groups, state agencies, landowners and the public in working to improve water quality.
- Works with communities to organize and establish new watershed organizations.
- Works with established organizations to address water quality or water source issues.
- Collects and assists in the collection and preparation of water samples in the field.
- Searches for acid mine drainage discharges
- Pinpoints and identifies sources of existing and potential water pollution; collects and records data.
- Develops programs to achieve restoration and protection goals based on stream quality and land use.
- Develops water quality projects with appropriate partnering agencies.
- Selects one or several priority watersheds of manageable scale (i.e., 15 square miles or less) in which focused protection and restoration work will occur.
- Develops, or supports the creation of, a watershed based plan or a similar restoration or protection strategy which identifies threats to water quality within the priority watershed(s) and outlines activities that address identified nonpoint source pollution sources or protective actions; and implement these activities within those identified priority watersheds to the extent that available resources allow.
- Implements stream habitat, stabilization, or restoration projects including construction oversight.
- Facilitates, conducts, assists with and participates in a variety of other watershed related programs, projects and operations.



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- Obtains or maintains engineering job approval for inventory and evaluation of all water quality or habitat problems, and does quality assurance for basic and complex conservation Best Management Practices.
- Meets with and coordinates projects with the regional DEP Watershed Manager. This includes water sampling points and funding with the state along with proposals and projects within the watersheds, and in mentoring watershed organizations.
- Compiles and submits to the DEP, at the end of each two-year grant cycle, a synopsis of activities that occurred in or progress made in completing watershed based plan/strategy development and/or implementation.
- Attends meetings to coordinate watershed projects and operations.
- Attends pertinent training sessions, including the annual statewide Conservation District Watershed Specialist meeting and at least one regional Watershed Specialist meeting.
- Be knowledgeable of the Ch. 102 Erosion & Sediment Control and Ch. 105 General Permit program regulations to facilitate stream projects being in compliance and assist landowners with those projects.
- Compiles and submits quarterly reports to the Department of Environmental Protection.
- Writes, edits, and submits grant proposals for water quality projects, educational programs, training workshops, etc. for the Conservation District and for municipalities and local organizations.
- Works with local educators to coordinate, facilitate and conduct educational programs to include field trips, workshops, summer camps, and other education presentations for both schools and adults.
- Facilitates and oversees the summer internship program, with summer interns assisting with stream projects and conservation summer camp activities.
- Prepares Conservation District newsletter and news articles for the media; edits, updates and maintains web site. Prepares and sets up exhibit displays for the Conservation District
- Maintains photo album and scrap book; electronic or hard copy
- Assists agricultural producers and landowners in working towards compliance with environmental rules and regulations
- Assists landowners with agricultural erosion and sediment pollution control plans and manure management plans
- Assists landowners in installing best management practices, coordinates project designs, and construction specifications
- Responds to agricultural water quality complaints by following the Conservation District compliance policy.
- Prepares and provides written reports of the Watershed Specialist's and Education Coordinator's activities to the Board of Directors.
- Attends the monthly District Board meetings to update the Board on activities
- Performs other related functions as assigned or required.

Education and Experience: Bachelor's Degree in Environmental Science, Biology, Environmental Resource Management, Hydrology, Wildlife & Fisheries Science, Environmental Education or a related field or area, and one-year work experience; or 3 to 5 years of experience with natural resource programs, watershed management, coordinating stream programs, or land use planning.



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Additional Job Requirements: Valid Pennsylvania driver's license, satisfactory pre-employment drug screen, background check, and completion of the computer skills testing.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to establish criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
- Requires the ability to act as a lead person.
- Requires the ability to utilize a wide variety of reference and descriptive data and information such as reports, plans, permits, maps, records, applications, guides lists, codes, policies, manuals, handbooks, procedures and correspondence.
- Requires the ability to communicate orally and in writing with the Manager and all department personnel, other County departments, landowners, contractors, schools, municipalities, commissions, boards, developers, agencies, vendors, the media and the public.

Mathematical Ability:

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals.

Physical Requirements:

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, vehicles, cameras, GPS unit, survey equipment, radios, and/or related materials used in performing essential functions.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as typing.
- Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, pulling moderately heavy objects and materials, twenty to fifty pounds.
- Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.
- Ability to traverse rough terrain.



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Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

Employee Expectations:

In completing the duties and responsibilities of the position, as the Watershed Specialist/Education Coordinator, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Watershed Specialist/Education Coordinator, is an at-will employee and serves at the pleasure of the Clinton County Commissioners who are Equal Opportunity Employers (s) and do not discriminate on the basis of age, gender, religion, race, color, national original, ancestry, sexual orientation, or disability.

I have read the job description for the Watershed Specialist/Education Coordinator, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the Americans with Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.