

## Loudoun Soil and Water Conservation District Conservation Specialist (Full Time)



**GENERAL DEFINITION OF WORK:** The Conservation Specialist performs professional and technical work relative to the promotion of the Virginia Agricultural Best Management Practices (BMPs) programs for the Loudoun Soil and Water Conservation District (SWCD); provides technical assistance in carrying out implementation plans; performs onsite inspections to determine feasibility of conservation measures in the agricultural community. Work is performed under the general supervision of the Loudoun SWCD Board of Directors with administrative direction by the District Operations Manager.

### ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Promotes the installation of the Virginia Agricultural Best Management Practices Cost Share Program within the District.
- Prepares and maintains appropriate BMP documentation (i.e., cost-share request forms, nutrient application records sheets, cultural resources, environmental evaluations, etc.)
- Provides technical assistance as necessary for the installation/construction of said BMPs.
- Maintains accurate records to ensure proper handling and tracking of applications, information and records pertaining to each BMP.
- Ensures adherence to cost-share guidelines and Department of Conservation and Recreation specifications throughout the installation and lifespan of BMPs.
- Ensure cost-share applications meet Virginia cost-share program guidelines and requirements.
- Prepares and maintains files of BMP cost share request forms.
- Assists landowners with preparation of maps (GIS maps, County mapping system maps, soils maps, and others) for farm planning purposes.
- Develops required Ag BMP Program conservation plans for landowners and farmers.
- Consults with landowners needing technical advice on soil and water conservation practices.
- Demonstrates to landowners the effectiveness and value of conservation practices in reducing erosion and controlling runoff and pollutants.
  - Assists with outreach efforts to promote the Virginia Ag BMP Program through field days, presentations at civic events, social media, phone calls, and mailers.
  - Assists with the development of news releases, promotional information, educational brochures, and advertisements specific to the Virginia Ag BMP Cost-Share Program.
- Provides requested cost-share information for District reports.

- Establishes and maintains effective working relationships with landowners, land users, associates, government officials, and the general public.
- Attends monthly SWCD Board meetings, staff meetings, and relevant inter-agency meetings, training, and workshops.
- Assists with and complete other tasks as assigned by the District Board. Loudoun Soil and Water Conservation District

#### KNOWLEDGE, SKILLS, AND ABILITIES:

- Education or experience in the principles, practices and techniques of soil and water conservation in rural and urban areas.
- Maintain general knowledge of all local, state, and federal conservation programs and policies.
- Able to review and advise others concerning agricultural management and conservation plans
- Able to plan, organize, and carry out projects effectively.
  - Able to communicate effectively both orally and in writing.
- Able to use soil surveys, maps, aerial photography, and digital geographic information systems to determine acreage, distances, and ground elevations for land use planning and engineering conservation practices. Experience with GIS a plus.
- Familiarity with Best Management Practices for reduction of non-point source pollution.
- Proficient in Microsoft Office computer programs.
- Able to work independently as a self-starter and manage time in an efficient manner.
- Maintain effective working relationships in a team environment.
- Coordinate work with other staff, agencies, and organizations.
- Able to occasionally work extended, evening, and/or weekend hours, and occasionally travel out of town for training and meetings, sometimes overnight.

#### EDUCATION AND EXPERIENCE:

- An associate's or higher degree in a field related to agriculture, agronomy, natural resources, environmental studies and/or equivalent experience.
- Experience related to the Virginia Agricultural Best Management Practices Program is a plus.

#### PHYSICAL REQUIREMENTS:

- Work is subject to inside and outside environmental conditions.
- Tasks involve frequent walking over difficult terrain, lifting and carrying moderate weight (25 lbs.) and exposure to adverse weather conditions.
- Operation of survey equipment may be required.
- Tasks require alertness to avoid potentially hazardous conditions.

#### SPECIAL REQUIREMENTS:

- Possession of valid driver's license and demonstrate a safe driving record.
- Complete a federal background check; drug testing may be required.
- If not already certified, completion of DCR Conservation Planner Certification process
- Obtain and maintain other appropriate certifications as directed by the District Board.