

Position Title: County Conservationist

FLSA Status: Exempt

Reports to: Land Conservation Committee (LCC)

Pay Grade: 17

Department: Land & Water Conservation

## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for the professional management of the overall operations and staff supervision of the Vernon County Land and Water Conservation Department. Employee exercises considerable independent judgment in decision making within general guidelines under the administrative direction of the Land Conservation Committee.

## II. Essential Duties and Responsibilities

- Responsible for supervision, training, motivation, scheduling and layout of work of departmental personnel and programs within the department encompassing a broad range of disciplines and skill levels based on County policies and procedures. Keeps staff informed of programs and program changes.
- Authority to make final recommendations regarding hiring, firing, and discipline, and makes the final decision regarding performance evaluations and assignment of employees duties. Investigates personnel problems and takes appropriate action. Develops standards of performance, and training plans for all LWCD staff. Interprets Land Conservation policies. Reviews time records, approving staff vacations, comp time and sick leave according to county policies.
- Accountable for expenditures of all county, state, federal, and contributions for the county land conservation programs with careful attention to administrative rules. Meets the goals of the grants and utilizes funding provided.
- Prepares annual county budget, reports, and other publications.
- Responsible for timely completion and reporting of all program funds, budgets, plans and reports.
- Develops and implements annual departmental goals and objectives with the LCC; develops and administers suitable programs to meet the resource needs of the county.
- Responsible for all programs in the department, often filling in for staff when positions are vacant and following through with programs.

- Serves as the lead person for planning and implementing county erosion control programs. Investigates, surveys, designs and oversees construction of various conservation practices.
- Investigates animal waste complaints, soil erosion, and other forms of Nonpoint source pollution; prepares and files reports; completes actions to correct the problem.
- Maintains/develops/enforces Vernon County Soil and Water Conservation Standards for the Farmland Preservation Program; Manure Storage Ordinance; Non-Metallic Mining Ordinance; and Sludge/Biosolids Disposal Ordinance.
- Performs technical services under the direction of the LCC and in a manner that meets the standards and specifications of the National Resource Conservation Service (NRCS) where they apply. These services may include contacting landowners; conservation planning; and surveying, designing and laying out of conservation practices, as well as other conservation work as directed by the LCC.
- Develops monthly LCC agendas; attends various county meetings, as needed.

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard
- Establishes and maintains effective working relationship with co-workers and others.
- Familiar with federal, state and local agencies and their programs and coordinate these programs with the county LCC programs.
- Attends staff and other meetings, training sessions and reviews policies and procedures, ensuring compliance with Federal, State and County Laws and regulations.
- Performs related work as required or directed.

### IV. Physical Demands

About 75% of the time is spent indoors sitting, moving about the office, talking (talks to clients, callers, department staff), using hearing, near vision, and fingering for typing, word-processing, computers, calculators, or other office equipment. 20% is spent outdoors in physical activity walking over difficult terrain in all types of weather conditions, sometimes carrying equipment (5 to 30 lb.); 5% of time is spent driving; 5% of the indoor time is spent filing, bending, reaching, or carrying less than 10 lb. Must be physically capable to operate hand tools weighing 5 to 25 lb. Hazards include investigating dams in the night or severe weather for failure, meeting with angry landowners, working around construction sites, assistance with dam repairs, temperature extremes, fumes (hazards account for approximately 5% total time).

- Involves potential and/or direct exposure to blood or body fluids.

#### V. Education and Training Requirements

- Graduation from an accredited high school or GED. Bachelor's degree in watershed management, civil or agricultural engineering, soil and water conservation, soil sciences, natural resources, or a related field and two years experience. In evaluating candidates for this position, the County may consider a combination of education, experience and training that provides the necessary knowledge, skills, and abilities to perform the duties of the position.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.