



HUNTINGDON COUNTY  
CONSERVATION DISTRICT

*Conserving Natural Resources for Our Future*

## Vacancy Announcement: Conservation Resources Technician

The Huntingdon County Conservation District is looking for candidates to fill a full-time position as a Conservation Resources Technician. The position requires both office and field work. Candidates for the position should review the full job description prior to applying.

Salary: \$30,000 - \$33,000, commensurate with education and experience.

How to Apply: Interested candidates must submit a cover letter, resume, and application to [manager@huntingdonconservation.org](mailto:manager@huntingdonconservation.org). All application materials must be received by August 31, 2022.

The Huntingdon County Conservation District is an Equal Opportunity Employer that does not discriminate on the basis of race, color, religion/creed, sex, sexual orientation, gender identity, disability, marital status, age, pregnancy, national origin, ancestry, possession of a General Education Development Certificate as compared to a high school diploma, veteran status, or any other characteristic protected by applicable federal, state, or local laws or ordinances. This commitment applies to, but is not limited to, decisions made with respect to hiring, placement, compensation, benefits, promotions, demotions, transfers, terminations, layoffs, return from layoffs, administration of benefits, and all other terms and conditions of employment. Likewise, employees are responsible for respecting the rights of their co-workers, as we must all work together to ensure continued success.



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<http://www.huntingdoncd.org>



## JOB DESCRIPTION Conservation Resources Technician

**RESPONSIBILITIES:** To perform this job successfully, an individual must be able to satisfactorily perform duties within the following programs that include but are not limited to:

- A. Manure Management Program
  - 1) Write Manure Management Plans (MMPs) and assist agricultural producers with manure management plan implementation
  - 2) Conduct farm visits to ensure compliance with record keeping and environmental conditions on the farm, recommend Best Management Practices (BMPs), and to document existing BMPs on the farm
  - 3) Input MMP and BMP information into a web-based mapping database
  - 4) Communicate with county farmers about their environmental responsibilities via one-on-one site visits, phone calls, and occasional mailings
  - 5) Assist with best management practice survey, design, and construction checks
  
- B. Conservation District Programs
  - 1) Conduct educational outreach for local schools and community groups
  - 2) Assist with water quality monitoring and riparian buffer maintenance
  - 3) Assist with District outreach activities such as field days, volunteer events, Envirothon, and farmers' meetings
  - 4) Other duties as assigned

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of (or ability to learn) agriculture, web-based mapping programs, and soils
- Bachelor's degree (or equivalent experience) in agronomy, environmental resources management, environmental science, natural sciences, or a related field
- Excellent verbal communication and customer service skills
- Proficiency in Microsoft Office programs, Google Suite, and digital mapping programs
- Must be accountable to perform duties without direct supervision.

**PERIOD OF EMPLOYMENT:** This is a 2-year position, with the possibility of extension based on available funding. The position is full-time with benefits including medical, vision, dental, short-term disability, and life insurance as well as paid holidays, vacation, and sick leave.

**PHYSICAL DEMANDS:** This position requires fieldwork that may include walking and traversing all types of terrain in all weather conditions, occasional lifting up to 25 pounds, and occasional climbing.

**ACCOUNTABILITY:** The Conservation Resources Technician reports directly to the District Manager and ultimately to the HCCD Board of Directors.

**ADDITIONAL REQUIRMENTS:** Possess a valid motor vehicle operator's license. Personal vehicle use is required and will be reimbursed at the applicable state rate. Must be able to pass (and maintain ability to pass) background checks and certification clearances for working with youth.