

PROGRAM TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The Program Technician works as a member of an interdisciplinary team that is responsible for the administration and implementation of all Soil and Water Conservation District (SWCD) regular and special programs. Work shall be performed independently and professionally. The program technician reports to and receives direction from the SWCD Executive Director for programmatic duties and to either the Technical Coordinator or the Stream Program Coordinator for technical duties. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Facilitates special programs such as the USDA Conservation Reserve Enhanced Program; Serves as a liaison between all agency and inter-agency staff involved in Special programs; Assists farmers, landowners, contractors and staff with compliance and interpretation of special programs; Surveys, designs, estimates and oversees construction of the following Best Management Practices (BMPs): Fencing, Site Preparation for Riparian Buffer establishment, Tree and Shrub Planting; Diversions, Waterways, Roof Gutters, Sub-surface Drains, Livestock Crossings, and Spring Developments following USDA/NRCS standards and specifications; Maintains accurate as-builts and design documentation; Reviews and approves designs for fencing, planting plans, cover crops and other designs; Assists landowners by preparing the soils group worksheet for the Agricultural Value Tax Exemption Program; Coordinates the Tree and Shrub, Trout and Bass Sale Program under the direction of the SWCD Executive Director in coordination with the SWCD Secretary-Treasurer; Plans and coordinates the SWCD Fair Exhibit; Represents the Delaware County SWCD at the Upper Susquehanna Coalition monthly meeting, the Hudson Valley Regional Envirothon and the New York State Envirothon; Assist as facilitator of the Delaware County AEM Coordinating Committee; Complies with all provisions of the BMP Procurement Procedure; Explains design packages, design requirements and project limits to farmer/landowners and contractors; Develops and explains the BMP Operation & Maintenance Plan with farmers/landowners; Prepares and reviews grant applications as requested by the SWCD Executive Director; Plans and conducts special program tours and training for staff involved in special programs; Operates and maintains work vehicles as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of CAD based software (i.e., Land Development Desktop, Civil 3D). Good knowledge of computer software sufficient to complete and create professional reports and informational sheets; knowledge should include experience with computer spreadsheets, word processing, graphics, design, and Geographic Information Systems (GIS). Good knowledge of engineering principles and techniques and the use of survey equipment and total station to conduct quality level and topographic surveys. Good knowledge of soil and water conservation principles related to water quality and non-point source pollution. Good knowledge of agriculture and the functions of local, state and federal agencies within the county. Ability to follow and maintain USDA/NRCS Standards and Specifications. Ability to work independently and manage workload efficiently. Ability to maintain a professional and cooperative working relationship with all agency and inter-agency staff to perform technical work. Apply good and independent judgement in the selection of appropriate BMPs. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: Either:

- A. Graduation from a college or university with a Bachelors degree in Agricultural, Civil, or Environmental Engineering, Forestry, Landscape Design, Natural Resource Conservation, Surveying, Construction Management, or closely related studies; OR
- B. Graduation from a college or university with an Associates degree in Agricultural, Civil or Environmental Engineering, Forest Technology, Landscape Design, Natural Resource Conservation, Surveying, Construction Management, or closely related studies and two years of experience in Civil, Agricultural or Environmental Engineering which shall include survey and design work; OR
- C. An equivalent combination of training and experience as defined in A and B above.

NOTE: A valid New York State driver's license is required at time of appointment and must be maintained during employment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Approved 12/16/02

Revised 9/10/07; 12/20/10; 1/4/19; 10/15/19; 1/26/24

Reviewed 2/16/09; 3/15/13; 10/2/15; 2/9/17; 7/24/25