



CONNECTICUT

RESOURCE CONSERVATION & DEVELOPMENT
1066 Saybrook Road
Haddam, Connecticut 06438

Title: Conservation Soil Technician I

Employer: Connecticut Resource Conservation & Development Area, Inc. (CTRC&D)
1066 Saybrook Road, Haddam, CT

Employment Status: Full time/salary

Hours: 35 hours/week

Location: The duty stations are Tolland and Windsor Connecticut. These positions are regional positions and require flexibility to be able to work out of several NRCS field office locations in Connecticut at various times for various durations on an as needed basis. The position will receive on-site supervision and training by NRCS staff at one or more of the NRCS offices. Administration will be located at the CTCRD Office at 1066 Saybrook Road, Haddam, Connecticut.

Salary Range: \$35,000 - \$36,000 - full time with benefit options, including health insurance (*no relocation reimbursement*)

Job Duties and Responsibilities:

The Conservation Soil Technician I coordinates with the USDA's Natural Resources Conservation Service (NRCS) to implement programs and provisions included in the Farm Bill. The Conservation Soil Technician position provides technical assistance for resource conservation projects with direct interaction with farmers, landowners, agencies, contractors, and related project partners. A majority of work focuses on project engineering survey, design, planning assistance, field data collection, project layout, and scheduling the application of conservation plan practices. The position includes following tasks:

- Inspects proposed sites, determines need and feasibility of conservation practices applicable for geographical locations, advises on site selection, explains cost-share payment procedures to farmers, performs layout work, and supervises construction of practices for which the Natural Resources Conservation Service (NRCS) has technical responsibility.
- Makes preliminary engineering surveys and gathers design data for structures requiring engineering application. Records field notes and prepares designs based on standard designs for review and approval by others.
- Checks completed practices to determine that specifications are met. Completes field sheets and recommends acceptability of completed practices to the supervisor for final certification.
- Advises landowner/operator to complete proper maintenance. Prepares recommended adjustments in basic plan for the conservationist.
- Develop schedules for implementing comprehensive conservation plans that provide for effective land use and water management in relation to the conservation needs of the land and the on-going agricultural enterprise.
- Provides information to farmers, ranchers and other rural residents on the kinds of assistance available from the NRCS and other USDA agencies.
- Lists and maintains contract details. Assist in maintaining workload registers with information from contracts for needed follow-up, and in carrying out basic functions of the follow-up schedule.
- Establishes and maintains engineering files and documents for program delivery and documentation.
- Attend program related meetings to gather data and record information.
- Maintain a daily record of activities; prepare and maintain field office records; and assist in the compilation and develop of required reports.
- Other duties may include assisting with a public region-wide and targeted outreach campaign for marketing Farm Bill



and Department of Agricultural Resources programs, including, but not limited to: simple visual displays for local meetings and conferences, field days, public events, articles for newsletters and other news media contacts. Work with NRCS Public Affairs Specialist in developing needed brochures and other outreach information. Assist with meeting notices, letters, printing, copying, mailings, etc. for program delivery.

Knowledge, Skills, and Abilities:

- Candidates must possess sufficient education and/or or experience commensurate with the major duties of the position. Background and experience in the fields of agronomy, forestry, and restoration is desirable. Proficiency in use of computers and applications such as AutoCAD and ESRI – GIS is desired. Basic knowledge for construction project lay out with the use of a rod, level and transit for establishing control lines, level lines and staking locations for cut and fill is required.
- Strong communication and writing skills.
- Knowledge and/or experience with livestock operations.
- Willingness to work outside in rough terrain and inclement weather.
- The ability to work independently while effectively managing multiple priorities.
- Knowledge of equal opportunity and civil rights requirements.
- Ability to operate a motor vehicle incident in carrying out assigned duties. The number of driving hours is dependent on the overall needs of this position. A valid driver's license is required.
- US Citizenship.
- A clean criminal record verified by a standard background check with local, state, and national law enforcement agencies. A background investigation is a requirement.
- Position Description Last Updated: Friday- January 27, 2017

Email: Cover letter detailing degree, course credit, experience and professional qualification and resume to admin@ctrcc.org by 4:00 PM, Friday, February 17, 2017.