



# CONNECTICUT

## RESOURCE CONSERVATION & DEVELOPMENT

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### JOB JUMPSTART PROGRAM – CONSERVATION PLANNER JOB DESCRIPTION AND POSTING

<b>Title:</b>	Conservation Planner <i>(2 positions available)</i> <ol style="list-style-type: none"><li><b>Hamden NRCS Field Office</b> – 51 Mill Pond Road, Hamden, CT 06514</li><li><b>Windsor NRCS Field Office</b> – 100 Northfield Drive, Floor 4, Windsor, CT 06095</li></ol>
<b>Employer:</b>	Connecticut Resource Conservation & Development Area, Inc. (CT RC&D)
<b>Employment Status:</b>	Regular Full-time, Hourly
<b>Hours:</b>	40 hours per week, which may include occasional evening and weekend assignments/events
<b>Location:</b>	The position has state-wide responsibilities and requires the ability to travel throughout the State of Connecticut to different NRCS Field Office locations, project sites, and farms. This position requires the ability to work flexible hours, when needed, for occasional evening or weekend projects/meetings. The position will receive on-site supervision and training by NRCS staff. Two positions available – one located in Hamden, Connecticut and one located in Windsor, Connecticut.
<b>Pay Range:</b>	\$45,864 - 65,250 (no relocation reimbursement)
<b>Benefits package:</b>	Vacation & sick time, paid holidays, personal leave, contribution to a health insurance plan (or to a Flexible Spending Account, if eligible), and contribution toward our qualified retirement plan, in addition to all legally required benefits such as Medicare, Unemployment & Workers' Compensation Insurance, and Social Security.

#### **Job Duties and Responsibilities:**

The Conservation Planner will work with farm managers, Conservation Districts, the Connecticut Department of Agricultural and the Natural Resources Conservation Service toward implementation of coordinated soil and water conservation planning and delivery of farm assistance programs in Connecticut. The position includes following tasks:

- Develop comprehensive conservation plans and provide technical assistance to farmers and forest landowners to assist them with conserving natural resources on their working agricultural lands.
- Develop and assist customers with implementation of conservation plans and associated practices contracted through various conservation programs. Conduct resource inventories and analyses to identify and evaluate soil, water, air, plant, livestock, wildlife, and energy issues.
- Develop schedules, articles, and reports as project updates for internal and public review.

- Perform related tasks to advance conservation and restoration efforts including outreach to landowners, conservation plan review, and conduction of environmental education events.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Applicable degree and/or professional experience in: soil conservation or related agricultural or natural resource discipline such as agronomy, soil science, forestry, agricultural education, or agricultural engineering including 30 semester hours in a natural resource or agricultural field, including at least 12 semester hours in a combination of soils and crops or plant science. Of the 12 semester hours, a minimum of 3 semester hours must have been in soils and 3 semester hours in crops or plant science.
- Education from specialized experience and skills in soil and water conservation is more valuable than general education or classes. Courses in soil fertility, soil chemistry, soil genesis, plant physiology, plant science, and field crops are examples of specialized courses that contribute towards meeting the required 12 semester hours as described above. Courses in the physical sciences or engineering such as geology, civil engineering, and hydrology also meet the soils, crops, or plant science course requirements where such courses included a general, but complete introduction to the physical, chemical, and biological properties of soils.
- Experience that includes the application of techniques, principles, and methods from a variety of agricultural and natural resource fields is appropriate, given the interdisciplinary character of the conservation planner position. For example, experience gained in a specialized field such as soil science, forestry, or agronomy is as fully acceptable as experience directly obtained in conservation work.
- Ability to produce work products using computer software including, but not limited to, Microsoft Office Applications, Google Earth and Adobe. Working knowledge and experience with geospatial mapping software is desirable.
- General knowledge of State & Federal agricultural conservation planning programs.
- Ability to work well with others, individually and in small groups, with a variety of personalities and needs.
- The ability to work independently while effectively managing multiple priorities.
- Skills in organizational and administrative tasks to communicate with others and keep projects on time for completion.
- Skilled in both oral and written communication.
- Knowledge of equal opportunity and civil rights requirements.
- Ability to operate a motor vehicle to drive to assigned duties or locations, within the state of CT. The number of driving hours is dependent on the location of the project. A valid driver's license is required. NRCS vehicles may be used for project-related travel.
- Ability and willingness to work outside in rough / uneven terrain on farms and forestland and/or in inclement weather.
- US Citizenship.
- A clean criminal record verified by a background check with local, state, and national law enforcement agencies is a requirement.
- Work hours are flexible (typically any hours between 7 am – 5 pm) with the option for 4 or 5 day weeks so long as 40 work hours are completed, with prior arrangement and agreement with co-workers and projects. Some remote work may be permitted.

**Certifications:**

Conservation Planners must complete continuing education training provided by NRCS at no cost that will prepare them for obtaining the certifications listed below:

- *Conservation Planner Certification, Level I*

It is expected that this certification will be obtained within 2 years of employment.

*Position Description Last Updated: October 27, 2023.*

**Application Instructions:**

Email resume and cover letter detailing: degree, course credits, relevant experience, and professional qualifications to [employment@ctrkd.org](mailto:employment@ctrkd.org). Applications will be reviewed upon receipt. Candidate pre-screening beginning the week of 11/6/2023. Positions to remain open until filled.

***CT RC&D is an Equal Opportunity Employer. Our mission is best advanced by the leadership and contributions of people of diverse backgrounds, beliefs, and culture. We encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientation, gender identity, military, protected veteran status or other status protected by law.***