



CONNECTICUT

RESOURCE CONSERVATION & DEVELOPMENT

JOB JUMPSTART PROGRAM – CONSERVATION SOIL TECHNICIAN JOB DESCRIPTION AND POSTING

- Title:** Conservation Soil Technician (*4 positions available*)
1. **Hamden NRCS Field Office** – 51 Mill Pond Road, Hamden, CT 06514
 2. **Norwich NRCS Field Office** – 238 W Town Street, Norwich, CT 06360
 3. **Windsor NRCS Field Office** – 100 Northfield Drive, Floor 4, Windsor, CT 06095
 4. **Danielson NRCS Field Office** – 71 Westcott Road, Danielson, CT 06239
- Employer:** Connecticut Resource Conservation & Development Area, Inc. (CT RC&D)
- Employment Status:** 3 Regular Full-time, Hourly positions
1 Regular Part-time, Hourly position
- Location:** 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. Four positions available – one located in Hamden, Connecticut, one located in Norwich, Connecticut, one located in Windsor, Connecticut, and one located in Danielson, Connecticut.
- Pay Range:** \$22 - \$28 per hour (no relocation reimbursement)
- Benefits package:** Vacation & sick time, paid holidays, personal leave, contribution to a group health insurance plan or to a Flexible Spending Account (if eligible), and contribution toward a 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 Soil Technician will work within the United States Department of Agriculture's (USDA) 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. The majority of work focuses on project surveys, site evaluation and design, planning assistance, field data collection and scheduling the application of conservation plan practices. The position includes following tasks:

- Works with supervisor to inspect proposed farm sites, determines need and feasibility of conservation practices applicable for geographical locations. Learns and gain practice experience to explain cost-share payment procedures to farmers, performs layout work, and supervises construction of practices for which the NRCS has technical responsibility.

- Assists with preliminary engineering survey 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 toward proper maintenance of project installation. Prepares recommended adjustments in basic plan under supervision of NRCS staff mentor.
- 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.
- Assists with maintenance and logging of 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 program files and documents for program delivery and documentation.
- Maintains mailing and contact lists for program delivery.
- Attends program related meetings to gather data and record information.
- Assists with a public region-wide and targeted outreach campaign for marketing Farm Bill and Department of Agriculture 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.
- Maintain a daily record of activities; prepare and maintain field office records; and assist in the compilation and development of required reports.

Knowledge, Skills, and Abilities:

- Candidates must possess sufficient education and/or or experience to correspond with the major duties of the position. Background either through work or course work with agriculture, soils, natural resource management, watershed management are preferred.
- Proficiency in the use of computers and software including, but not limited to, Microsoft Office Applications, Google Earth, and Adobe. Working knowledge and experience with geospatial mapping software is desirable.
- Basic knowledge of construction project layout with the use of a rod, level, and transit for establishing control lines, level lines and staking locations for cut and fill is desired. Or the willingness to learn through training.
- Strong interpersonal communication skills – both oral and written.
- Ability to work in and around farm animals.
- Willingness to work outside in rough / uneven terrain and/or in 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 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.
- US Citizenship.
- A clean criminal record verified by a background check with local, state, and national law enforcement agencies is a requirement.

Position Description Last Updated: November 20, 2024.

Application Instructions:

Candidates must email a cover letter and resume detailing relevant experience and professional qualifications to employment@ctrkd.org. Incomplete applications will not be accepted. Unofficial transcripts may also be submitted to demonstrate degree and course credits. Complete applications will be reviewed by a hiring committee beginning 12/9/24. 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.