



CONSERVATION DISTRICT ASSISTANT

Jurisdiction Class: Competitive
Civil Division: Soil and Water
Adopted by PO: 12/27/2017

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving responsibility for assisting in field surveys, design and supervision of conservation projects to protect the soil and water resources on public and private properties. Employees in this class are expected to assist directly in district programs related to the conservation of soil and water resources. Field work is a requirement of this position and duties increase in difficulty and responsibility as the employee's professional development increases. The work is performed under general supervision permitting some exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

Assist Conservation staff various tasks to include but are not limited to, site review, surveying, construction layout, map making, correspondence, watershed inspection and bale mulching/hydroseeding;
Attend meetings as required;
Perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to participate in the day-to-day activities and display a good attitude and work ethic;
Ability to learn and utilize geographic information system (GIS) software;
Ability to interpret engineering designs, mapped information and aerial images;
Ability to obtain certifications as needed to implement programs;
Good math skills;
Good written and oral communication skills;
Ability to interact positively and professionally with co-workers, co-operating agencies and the public;
Ability to understand and carry out written and oral instructions;
Manual dexterity and mechanical aptitude;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from senior high school or high school equivalency.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of a valid NYS Driver's License at the time of appointment and must maintain said license in good standing throughout employment in the position.