



Jackson Soil & Water Conservation District
573 Parsons Drive, Suite 102, Medford, Oregon 97501
Telephone: (541) 734-3143 FAX: (541) 776-4295
web-site: www.jswcd.org

Jackson Soil and Water Conservation District Urban and Community Conservationist Position Description

General Summary

This is a full-time, at will, exempt position serving the citizens of Jackson County as a staff member of the Jackson Soil and Water Conservation District. The successful applicant will serve as the Urban and Community Conservationist, as outlined below.

This position generally is a 40-hour work week. Work days and work hours are set on a “Flex Schedule” of: eight (8) days of nine (9) hours, one (1) day of eight (8) hours followed by one (1) day off (typically Friday) within each two (2) week work period, but the days and hours may vary depending on the requirement(s) to attend evening or early morning meetings and occasionally weekend meetings.

Jackson Soil and Water Conservation District (SWCD) is a tax exempt, governmental agency that operates as a special district of Oregon. The District is run by a board of locally elected directors, and receives funding primarily through a permanent tax rate. The District staff provides technical assistance and education to property owners regarding soil and water issues on their land. Jackson SWCD provides advice, consultation, and planning services for the public on natural resource issues and is not a regulatory agency.

Supervision Received

The Urban and Community Conservationist is under the supervision of the District Manager. Work is accomplished independently with technical guidance available from the resource manuals and specialists. The successful applicant acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District’s Personnel Policy Manual. The District Manager conducts the performance evaluation for this position.

Responsibilities

This position may provide training and supervision to temporary or part time employees, such as students, as well as volunteers.

ESSENTIAL FUNCTIONS OF THE JOB

Conduct Site Visits and Provide Technical Assistance

- Work with landowners and small developers to develop alternatives for addressing storm water management, rain gardens, bio-swales, erosion control, wildlife habitat, energy conservation, riparian areas, wetlands, and the like.

- Help landowners identify financial incentives for low impact development and green building.

Outreach and Education

- Conduct/assist with outreach on urban natural resource issues, water quality, and conservation activities at workshops, seminars, fairs, and conventions.
- Conduct meetings and/or site visits with landowners, realtors and developers to develop alternatives for addressing natural resource concerns such as stormwater management, erosion prevention, sediment control, water conservation, pesticide/nutrient reduction, etc.

Work with Local, State, and Federal Jurisdictions

- Provide technical information and support to local community efforts to strategically manage natural resources while planning for growth. Works with municipal planners and developers to assist in developing or implementing urban conservation standards consistent with existing permitting processes and/or new land use/zoning regulations.
- Partners with other agencies/organizations to implement the District's conservation objectives and strategies.
- Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.

Project Planning, Management, and Reporting

- Working knowledge in building, construction, landscaping, and low impact development practices, principles, methods, and techniques. This may include bioswales, pervious surfaces, roof water harvesting and other conservation practices.
- Provides conservation planning, design and project management to effectively implement or install conservation practices that may meet Natural Resource Conservation Service (NRCS) standards and specifications as well as other pertinent local codes and regulations. Utilizes NRCS nine-step planning process and Field Office Technical Guide standards when developing conservation plans.
- Knowledge of conservation materials, their cost, and local suppliers. Maintains ongoing communication with consulting engineers and other relevant local contractors to remain current on design specifications and requirements for practice implementation.
- Understands, interprets and uses various maps, aerial photography, and soils information in assisting residents of the District.
- Meets all reporting requirements of work completed in the appropriate method and as necessary to the SWCD Board, Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board, District cost-share program, etc.

Team Member

- Participates in meetings with District Manager and Directors, District and NRCS employees, and other partnering agency staff to coordinate work and prioritize where technical assistance will be provided.
- Provides a monthly report of work activities to the District Manager and Board.
- Maintains positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.

- Actively involved in staff, board and professional meetings; attend trainings; write articles for the newsletter; help maintain the web-site; attend the Bear Creek Watershed Council monthly meeting and other meetings, as assigned by the District Manager.
- Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, landowners, and staff.
- Read, sign, and have a working knowledge of the District's Personnel and Procedure Policies.

Program Development

- Seeks grants and other funding sources to provide financial assistance for project development and implementation, when and where needed.
- Continue the District's efforts to oversee a Methane Digester Feasibility Study.
- Keep abreast of other renewable energy systems developments.
- Work with individual landowners, groups of landowners, small developers, and municipalities to incorporate native landscaping and natural areas within their developments.
- Maintain the District's Stream Stewards program and stay apprised of the District's Stream Prioritization project.
- Work on the completion of the Urban Living Handbook.
- Continue work on Low Impact Development.
- Continue work on the development of gray water standards and provide education and outreach to the general public.
- Create exhibits about the District's Urban and Community Conservation Program for events such as: Spring home show, Master Gardeners' Fair, Bear Creek Festival, Earth Day, Hands-on-Ag. Day, See Our Salmon, etc.
- Recruit volunteers.
- Provide input to the District Manager regarding program direction for the next fiscal year.

Safety Policy

- Perform all job duties in a safe manner with guidance from Jackson SWCD and NRCS regarding federal, state, and local laws pertinent to job safety.
- Participate in safety training and staff safety meetings, as scheduled.

JOB REQUIREMENTS AND GUIDELINES

Knowledge, Skills, and Abilities Desired

- Knowledge and skill in soil and water conservation, low impact development, alternative and renewable energy programs, and green building principles, methods, and techniques.
- Skill in design, construction, and landscaping principles, methods, and techniques. Working knowledge on installation of erosion control materials, bioswales, porous paving, soft shoulders, green roofs, and other low impact development activities.
- Knowledge of conservation materials and costs and knowledge of specific state and local permit requirements.
- Ability to initiate contact with individuals and groups. Ability to work effectively with a variety of staff, including district and NRCS conservation planners, soil conservationists, technicians, engineers, and district managers. Ability to work with a wide variety of

landowners, developers, architects, realtors, construction firms, planners, and project managers.

- Ability to take a problem solving approach to the work, while also consulting with District staff and partner staff to ensure compliance with District, federal, state, and local jurisdiction guidelines.
- Ability to develop outreach materials to inform a variety of audiences.
- Possession of written and oral communication skills sufficient to discuss low impact development and soil and water conservation techniques with landowners, and to write progress reports to the District board and other interested parties.

Other Duties and Responsibilities

- Prepare annual work plans and monthly work reports for the District Manager.
- Participates in office meetings with District Manager and Directors, District Staff, NRCS Staff and other agency employees to coordinate work and prioritize technical assistance needs.
- Meet all reporting requirements of work completed in the appropriate method to the District Board, Oregon Department of Agriculture, NRCS, Oregon Watershed Enhancement Board, other Grant Providers, etc.
- Assist in preparation of the annual meeting and celebration including presentations, awards, annual report, etc.
- Other duties as assigned

Qualifications

The Urban and Community Conservationist must have strong project management skills; field and data management skills; the ability to work independently and as a part of a team to help execute the District's Master Plan and Annual Work Plan goals and initiatives; and be able to communicate with District Staff and project partners.

- Bachelor's Degree or higher in natural resource management, environmental ecology soil science, construction management, civil engineering, business management or a related field.
- Experience working for a natural resources agency, organization, or business.
- Strong communication, writing, and interpersonal skills.
- Ability to work independently, with flexibility and adaptability to provide technical leadership and responsibilities across a variety of land uses. Education or experience in natural resources outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.
- The ability to use a personal computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps, and conservation practice design is required. Must be proficient with Microsoft Excel, Word, and PowerPoint; Microsoft Access and Outlook is helpful.
- Ability to use Geographic Information Systems (GIS) and Global Positioning Systems (GPS) is preferred.

Job Conditions

- This position works both in the field and in the office.
- Fieldwork will include working in and around such locations as small farms and ranches; individual home sites; small housing and community developments; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep,

slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.

- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
- The Urban and Community Conservationist shall perform all duties in a prudent and sensible manner, following established protocols that ensure safety.

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Conditions of Employment

- Pass a background test including a drug test
- Must serve as incidental motor vehicle operator during daylight hours and after dark. In order to carry out these assigned duties, a valid Oregon driver's license is required. Use of the employee's own vehicle, although not preferred, may be necessary (reimbursement based on current state mileage rates).

Benefits

Starting Salary: \$34,000.00

Employee Insurance: Paid by the District

Retirement: The District will match up to 7% of the employee's gross monthly salary.

WORKING HOURS AND DAYS, REST PERIODS, LUNCH AND PAID LEAVE

All work hours and days, rest periods, lunches, and paid leaves are to be complied with, as outlined in the District Personnel Policy and Procedure Policy.

CIVIL RIGHTS

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Employee

Date

District Manager

Date

Jackson SWCD prohibits discrimination in its programs on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or familial status. (Not all prohibited bases apply to all programs.) Jackson SWCD is an equal opportunity employer.