

Jurisdictional Class: Competitive
Adopted: March 7, 2016
Revised:

CONSERVATION DISTRICT INTERN

DISTINGUISHING FEATURES OF THE CLASS: This position assists staff in performing a variety of technical conservation duties, which require some specialized knowledge in the field. Employees in this class will be required to assist staff with field survey, on-site reviews and evaluations. Work is performed under direct supervision of the District Manager and in accordance with departmental policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Perform on-site evaluations with agricultural landowners using questionnaires and/or conducting surveys;
Evaluate farming practices in relation to water quality and land management;
Assist with agricultural projects, including field surveying, tree planting, stream bank erosion, and hydroseeding and storm water management procedures;
Perform data gathering, data collection and data organization;
Input data and prepare reports using computer software programs, which will include Word, Excel, GIS (Geographic Information System) and GPS (Global Positioning System);
Assist with setting up and scheduling educational events or programs;
Perform general clerical duties, such as typing, coordinating meetings and filing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Knowledge of the principles and practices of natural resource conservation;
Working knowledge of the design of soil and water conservation projects;
Ability to operate computers;
Ability to compile information and prepare reports;
Ability to follow oral and written directions;
Ability to communicate effectively both verbally and in writing;
Ability to work outdoors under adverse weather conditions and around insects/animals;
Ability to work effectively with the public and get along well with others;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of one (1) year of college with at least six (6) credit hours in natural resources, environmental science, forestry, agriculture, civil/environmental engineering or related field; or
- (b) One year of experience in natural resources protection, conservation construction projects, land surveying, engineering, forestry, agriculture, or related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State Driver's license at time of appointment.