



LANCASTER COUNTY Conservation District

JOB DESCRIPTION AGRICULTURE COMPLIANCE SPECIALIST Lancaster County Conservation District

GENERAL STATEMENT OF DUTIES: The primary responsibility of this position is to verify within Lancaster County the landowner's degree of compliance with Chapter 102.4(a) and Chapter 91.36. This position shall approach their compliance duties without inserting personal opinion or emotional judgment, treating all Lancaster citizens fairly and with respect. This position will interact with the regulated agriculture community in a measured approach to document and report the operator's level of compliance to the PA Department of Environmental Protection. Compliance Inspectors will provide operators that are found to be out of compliance with specific timeframes and objectives needed to come into compliance. When necessary, inspectors will refer delinquent operations to the State for possible enforcement action to ensure compliance objectives are met. The ultimate goal of this position is to promote the stewardship of natural resources using the required Agriculture Erosion & Sedimentation Control and Manure Management Plans as the basis for establishing effective conservation practices. This position is classified as an at-will exempt position and reports to the Agriculture Compliance Coordinator.

JOB DUTIES AND RESPONSIBILITIES

A. Primary Responsibilities

1. Randomly conduct site inspections of agriculture operations to verify the degree of compliance to the State regulations.
2. Conduct site inspections of agriculture operations to verify the degree of compliance in complaint situations.
3. Enter collected information from site inspections into the Practice Keeper database.

B. Education and Outreach

1. Encourage landowners to cooperate with LCCD and other partnering agencies.
2. Inform landowners of their responsibility to comply with Pennsylvania laws governing agricultural operations and natural resource management.
3. Explain to landowners the technical resources and funding opportunities that are available to them through private (Grants, funding sources, etc.) and public sources (Co, State, Fed) to assist them to implement their plans.
4. Using the media and personally speaking at agricultural meetings, workshops, and civic groups to inform the public of what the conservation district is doing to preserve our natural resources
5. Educate and inform the public about compliance requirements with a "solutions-oriented" approach and by working cooperatively with farmers whenever possible to encourage and promote environmental improvement.



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C. Training & Certification

1. Pursue and maintain certification with the PA Nutrient Management Act 38.
2. Attend any training declared mandatory by the LCCD, DEP, NRCS, or PDA.
3. Attend training in other areas where the employee's development plan indicates that competence would be important for future job performance. The employee is encouraged to become certified in other areas that will improve the employee's image as he/she carries out his/her duties (ACI).
4. Attain sufficient computer training to efficiently use the software supplied by the District and NRCS (eg. Microsoft Word, Excel, PowerPoint, PlantPortal, Arcview).

D. Reports

1. Prepare the required monthly and quarterly progress reports for LCCD and other programs and other partnering agencies as required.

E. Employment Requirements

1. Valid driver's license
2. Vehicle suitable for work-related purposes
3. Ability to traverse rough terrain
4. Must have acquired a 4-year degree in a relevant major or equivalent experience in a related field

DISTRICT ACTIVITIES

1. Serve on District committees as a volunteer or as appointed.
2. Prepare articles for the newsletter or annual report as requested.
3. Attend staff, team, and other meetings as required.

This job description has been designed to indicate the general nature and level of work performed by employees in this position. It is not intended to contain or to be interpreted as a comprehensive listing of all duties, responsibilities, and qualifications required of employees assigned to this position. This job description is subject to change, but remains in effect until superseded or canceled in writing by the District Manager.

Signed _____ Date _____

Approved 6/22/2022