



JOB DESCRIPTION  
**BMP VERIFICATION COORDINATOR**  
Lancaster County Conservation District

GENERAL STATEMENT OF DUTIES: The Verification Coordinator will be responsible for verifying and certifying County-Wide Action Plan (CAP) Best Management Practices (BMP) implemented in Lancaster County either by the Conservation District (LCCD) or other partners involved in the CAP program. The Coordinator's position will also work with state and federal agencies along with the District's Data Coordinator on ways to streamline the process of reverifying and documenting BMP's that have been removed during CAP model runs to improve countywide water quality information. This position is classified as an at-will non-exempt position and reports to the Assistant District Manager.

JOB DUTIES AND RESPONSIBILITIES

A. Primary Responsibilities

1. Verify CAP and other funding program BMP's that were recently installed or that have been removed from CAP models to certify they are still functioning according to specifications.
2. Organize CAP BMP verifications to efficiently inspect projects on a regular basis as BMP lifespans expire.
3. Work with the Data Coordinator to establish a system to streamline future BMP verification protocols to share with LCCD staff and CAP partners.
4. Create a data verification system that LCCD can use to more efficiently inspect present and future BMP's that might need verified and/or certified in the future.
5. Work with landowners on obtaining the most up-to-date information on the BMP's being verified to track and measure CAP success.
6. Coordinate with Program Managers as appropriate and/or requested.
7. Provide sign-up assistance to landowners by connecting them to LCCD staff for interest in conservation planning, nutrient management planning, or implementation of conservation programs.
8. Complete the goals and objectives of LCCD as dictated by contract and/or delegation agreements with partnering agencies.
9. Assist engineering staff with design layout and provide construction inspection of agricultural best management practices (BMPs) as listed in a landowner's conservation plan.
10. Conduct or ensure verifications are conducted in alignment with the state's QA Verification Plan and subsequent updates

B. Operational Activities

1. Act as liaison between the Data Coordinator position and partners and landowners with conservation BMP's.



2. Manage and organize CAP BMP verified projects for LCCD and partners for easy tracking.
3. Collaborate with LCCD staff and partners on verification of BMP projects to provide the most accurate information to all parties.
4. Encourage landowners to cooperate with LCCD and other partnering agencies when applicable.
5. Inform landowners of their responsibility to care for Lancaster County's natural resources.
6. Know how to 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).
7. Using the media, and by personally speaking at agricultural meetings, workshops, and civic groups to inform the public of what the conservation district is doing to conserve our natural resources
8. When needed, develop farm conservation plans and/or nutrient management plans in accordance with NRCS/DEP and SCC standards.

#### C. Training & Certification

1. Attend training as declared mandatory by the LCCD.
2. Attend training in other areas where the employee's development plan indicates that competence would be important for future job performance.
3. Attain sufficient computer training to efficiently use the software applications supplied by the District (e.g. Microsoft Word, Excel, PowerPoint, FieldDocs, PracticeKeeper, PlantPortal, etc.).
4. Become certified and maintain certification for PA Nutrient Management Act 38.
5. Attend training to become educated with Ag BMP design, layout, and installation.
6. Employee is encouraged to become certified in those areas that will improve the employee's image as he/she carries out his/her duties.

#### D. Reports

1. Prepare required quarterly data progress reports for LCCD as requested.
2. Prepare semi-annual data reports on progress toward CAP Goals for LCCD and partners as requested.

#### 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 collegiate degree in a relevant major

#### DISTRICT ACTIVITIES



LANCASTER COUNTY  
CONSERVATION DISTRICT

1. Serve on LCCD committees as assigned or appropriate.
2. Attend monthly LCCD staff meeting and additional LCCD meetings as requested.
3. Assist in annual planning and strategic plan development for LCCD.
4. Participate in other LCCD activities as requested.

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 \_\_\_\_\_

JOB DUTIES AND RESPONSIBILITIES

A. Primary Responsibilities

B. Education and Outreach

Created 2/10/23