

**JOB DESCRIPTION**  
**AGRICULTURE CONSERVATION TECHNICIAN**  
Lancaster County Conservation District

**GENERAL STATEMENT OF DUTIES:** Assist landowners within Lancaster County with needs determination, design, layout, and installation of agricultural best management practices (BMPs) which will help protect the soil and water resources of Lancaster County and the waters of the Chesapeake Bay. Develop farm conservation plans. Provide status reviews for nutrient management. This position is classified as an at-will non-exempt position and reports to the Agriculture Department Manager.

**JOB DUTIES AND RESPONSIBILITIES**

**A. Primary Responsibilities**

1. Design layout and provide construction inspection of agricultural best management practices (BMPs) as listed in a landowner's conservation plan.
2. Work with contractors during construction, carry out the necessary construction checks, and certify (as per job approval level) that the practice was installed according to NRCS specifications.
3. Provide sign-up assistance to any landowner interested in conservation planning and nutrient management program.
4. Review nutrient management plans and conduct status reviews as required by Act 38.
5. Complete the goals and objectives of LCCD as dictated by contract and/or delegation agreements with partnering agencies.
6. Develop farm conservation plans in accordance with NRCS standards and/or as per Chapter 102 regulations.

**B. Education and Outreach**

1. Encourage landowners to cooperate with LCCD and other partnering agencies.
2. Inform landowners of their responsibility to care for Lancaster County's natural resources.
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).
4. 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

**C. Training & Certification**

1. Become certified and maintain certification for PA Nutrient Management Act 38.

2. Attend training to remain proficient and keep up-to-date with Ag BMP design, layout, and installation.
3. Attend any training declared mandatory by the LCCD, DEP, NRCS or PDA.
4. Obtain appropriate NRCS Job Approval.
5. Attend training in other areas where the employee's development plan indicates that competence would be important for future job performance.
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.
7. Attain sufficient computer training to efficiently use the software supplied by the District and NRCS (eg. Microsoft Word, Excel, PowerPoint, PlantPortal).

#### 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 drivers 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

#### DISTRICT ACTIVITIES

1. Serve on District committees as a volunteer or as appointed.
2. Prepare articles for 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 \_\_\_\_\_

Revised 7/23/19