

## Position Description

### Soil Conservation Technician (Partner)

A soil conservation technician is assigned to the field office (FO) and services all the counties within the NRCS work unit. For this agreement the partner employee may be assigned to multiple NRCS work units as needed. The incumbent is responsible for providing technical support services and scheduling the installation and application of conservation practices. Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers. The work requires review of financial assistance requests under the provisions of federal agricultural programs.

### MAJOR DUTIES

1. Application and Ranking process assistance for the Farm Bill Programs.
  - a. Assist with public information activities providing NRCS guidance and policy for the program application process.
  - b. Assist with onsite evaluation in gathering and compiling planning data during the ranking process.
  - c. Assist NRCS with the task of gathering aerial photos, land use maps, soil and topo maps, and any other pre-planning data to determine resource concerns and needs.
  - d. Gathering preliminary engineering design data to assist in completing cost estimates during the ranking and planning evaluation period.
  - e. Documenting existing resource concerns with photos and recording details as directed by NRCS staff.
2. Planning and contracting period process.
  - a. Assist NRCS staff with completion of CPA-52.
  - b. Assist with preliminary engineering surveys as directed by NRCS staff.
  - c. Gather preliminary planning data for required contract items.
  - d. Assist NRCS by developing maps (soils, location, watershed, etc.).
  - e. As requested, assist NRCS with developing planning documents in the appropriate software.
  - f. Be willing to obtain apprentice level planner certification and appropriate Job Approval Authority, if the need is identified by NRCS.
3. Installation of Conservation Practices and Reporting process.
  - a. Provide assistance to customers in completing required documentation such as engineering designs, specifications, and paperwork in accordance with the established guidelines.
  - b. Assist NRCS staff with completion of as-built documentation, which could include verifying layout, determining if engineering designs were followed, and documenting any issues found at the site.
  - c. Complete construction checkouts of practices to determine that specifications are met.
  - d. Obtaining photos of practices after installation and completing any required photo practice certification.

- e. Monitor practice installation to ensure that design issues are identified and resolved to minimize impact to implementation practices schedule.
  - f. Assist with annual status reviews or contract reviews to ensure contracts/plans are within policy.
  - g. Monitor/Follow up with construction to ensure that practice follows the specification guidelines.
  - h. Performs all duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.
  - i. Assist NRCS with success stories related to the mission of the agency.
  - j. Be willing to obtain apprentice level planner certification and appropriate Job Approval Authority, if the need is identified by NRCS
4. State Cost Share Program
- a. Serve as the primary point of contact for public information activities and policy for the program application process.
  - b. Provide assistance to customers in completing required documentation for the state cost share program.
5. Civil Rights:
- a. Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental and physical handicap.
6. Performs other relative duties as assigned in order to carry-out Farm Bill and Kentucky State Cost Share Program activities.