

**Classification Title: Conservation Specialist**

FLSA Status: Non-Exempt

**BRIEF DESCRIPTION:** Provides technical and administrative support services to the Department. Provides excellent services to Wake County landowners/land users, farmers (clients) in order to maintain, protect, preserve, and enhance natural resources on private and public lands. Provides organizational and data support for the Natural Resources Conservationists (NRC) who serves agricultural and non-agricultural operations in the evaluation of natural resources, and advises clients to help them achieve their natural resource management goals such as managing soil and water resources, controlling soil erosion, preventing non-point source water pollution, managing livestock, forest and wildlife resources, and urban storm water management.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs conservation technical management and support (Technical data, District records, conservation plan management, ArcGIS, Toolkit entry, etc.) for office.
2	M	Provides field support for survey work. Maintains compliance and ensures best management practices, document and notes.
2	L	Provides support for environmental education work and other special Department/District outreach projects.
4	L	Provides support to help the NRC evaluates client’s desired natural resource objectives, operational needs, and resource challenges. Maintains files and enter data developed by NRCs which design conservation measures, maintain state cost share program contracts, assist with field survey work, help complete final checkout on installed conservation practices and maintain department records.
5	S	Participates in training activities to keep technical skills up-to-date and learn new skills, and to incorporate knowledge of new and changing environmental regulations and programs. Supports broadening for knowledge base, through practice, development of training materials, and education.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Natural Resources, Conservation or related field.
Experience	None required.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	North Carolina Class C Driver’s License.
Reading	Advanced
Math	Intermediate
Writing	Intermediate
Managerial	Receives General Direction.
Budget Responsibility	None.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship and may involve contact with others outside of the direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Survey Equipment, GPS unit. ArcGIS, Toolkit (USDA NRCS), general Office applications.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

None.