

Jurisdictional Class: Competitive  
Adopted: March 7, 2016  
Revised:

**CONSERVATION DISTRICT INTERN**

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists staff in performing a variety of technical conservation duties, which require some specialized knowledge in the field. Employees in this class will be required to assist staff with field survey, on-site reviews and evaluations. Work is performed under direct supervision of the District Manager and in accordance with departmental policies and procedures. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Perform on-site evaluations with agricultural landowners using questionnaires and/or conducting surveys;  
Evaluate farming practices in relation to water quality and land management;  
Assist with agricultural projects, including field surveying, tree planting, stream bank erosion, and hydroseeding and storm water management procedures;  
Perform data gathering, data collection and data organization;  
Input data and prepare reports using computer software programs, which will include Word, Excel, GIS (Geographic Information System) and GPS (Global Positioning System);  
Assist with setting up and scheduling educational events or programs;  
Perform general clerical duties, such as typing, coordinating meetings and filing.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Knowledge of the principles and practices of natural resource conservation;  
Working knowledge of the design of soil and water conservation projects;  
Ability to operate computers;  
Ability to compile information and prepare reports;  
Ability to follow oral and written directions;  
Ability to communicate effectively both verbally and in writing;  
Ability to work outdoors under adverse weather conditions and around insects/animals;  
Ability to work effectively with the public and get along well with others;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Completion of one (1) year of college with at least six (6) credit hours in natural resources, environmental science, forestry, agriculture, civil/environmental engineering or related field; or
- (b) One year of experience in natural resources protection, conservation construction projects, land surveying, engineering, forestry, agriculture, or related field; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENT:** Possession of an appropriate level New York State Driver's license at time of appointment.