

## Job description

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### **Hawaii Association of Conservation Districts (HACD) and Maui Soil & Water Conservation Districts (SWCDs)**

#### **CONSERVATION SPECIALIST**

**2 Positions Currently located on Maui**

**Closing Date: October 31, 2022**

#### **Salary**

\$16.75 per hour, includes health insurance, paid holidays, paid vacation, and sick leave.

#### **Position Information**

Full time (40 hours per week).

Will require occasional evening and weekend hours.

May require inter-island travel.

#### **Location**

USDA-NRCS Kahului Service Center, 77 Hookele Street, Suite 202, Kahului, Hawaii 96732

#### **Background**

Maui Soil and Water Conservation Districts (SWCD's) use technical, financial, and educational resources to help local land users conserve soil, water, and related resources. Maui SWCD's are also involved in a variety of additional activities, such as erosion control plan reviews and development, reviewing and approving conservation plans in partnership with the USDA Natural Resources Conservation Service (NRCS), supporting farmers and ranchers in their effort to obtain government funding for installing conservation practices, wildlife habitat preservation, and conservation education. Each of the 16 Hawaii SWCD's are governed by a voluntary board of five directors—three elected by agricultural land occupiers and two appointed by the SWCD board members.

HACD is a statewide organization of the 16 soil and water conservation districts in Hawaii and was created to support and promote natural resource conservation statewide. <http://dlnr.hawaii.gov/swcd/>

NRCS supports farmers and ranchers in their effort to obtain government funding for installing conservation practices, wildlife habitat preservation, and conservation education.

The USDA Natural Resources Conservation Service (NRCS) is one of the Conservation Districts' main conservation partners and is a technical resource agency. A cooperative agreement between NRCS and the SWCDs enables the two agencies to work closely together, and frequently share workload.

This position is funded annually by the State of Hawaii, through the Department of Land and Natural Resources, the County of Maui, HACD and/or NRCS.

### **Summary**

Position supports the four Maui SWCDs (Central, Hana, Olinda-Kula and West), HACD, NRCS and/or the county of Maui, in their work with land owners and operators to develop and implement soil and water conservation plans for farms, ranches, housing developments, public buildings, airports, recreation areas, and other land uses.

### **Essential Duties and Responsibilities**

Applies principles of specialized fields of science, such as soil science or agriculture, to achieve soil, water and other natural resources conservation objectives.

Coordinates with and supports SWCD Cooperators in developing conservation plans in accordance with the NRCS Field Office Technical Guide (FOTG)

Standards to fulfill requirements of the Maui County Grading Ordinance; and Hawaii Revised Statutes (HRS) Chapter 342 D&E.

Maintains knowledge of county, state and federal legal requirements and government reporting regulations affecting soil and water conservation functions and ensures policies, procedures and reporting are in compliance.

Prepares conservation plans in cooperation with SWCDs, NRCS and other governmental agencies to provide for use and treatment of land according to needs and capability

Coordinates and assists SWCD cooperators as needed: Conducts land surveys, obtains soil samples, coinciding paperwork, and any other field work in preparation of an environmental needs analysis.

Confers and assists the SWCDs in the development, coordination, and implementation of programs dealing with soil, water, air, plant and animal resources, which may require presentation to the district cooperators, farmers, landowners and/or general public.

Prepares monthly, quarterly, and annual work plans and reports. Also prepares and provides a presentation at the HACD Annual Meeting to attendees regarding activities and accomplishments of the districts, HACD and the position in general.

Other duties may be assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

**Supervision**

The position is a member of the conservation team at the USDA-NRCS Kahului Service Center. As such, technical supervision will be provided by the NRCS District Conservationist. Administrative, as well as general supervision, will be provided through collaboration between HACD and a designated Maui SWCD administrator and SWCD board member.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor's degree (B.S.) in agriculture or environmental science from four-year College or university; or two years of related experience and/or training; or equivalent combination of education and experience.

**Computer Skills**

Basic computer skills and knowledge of Microsoft Word and Excel.

**License Required**

Must have or be able to obtain a State of Hawaii Class 3 Driver's License within 30 days of start date.

**Vaccination Required**

Full vaccination against COVID-19 is required for employment.

**Language Skills**

Ability to read, analyze, and interpret common scientific and technical journals, and legal documents. Ability to respond to common inquiries from customers, regulatory agencies, or members of the business community. Ability to write articles for publication that conform to prescribed style and format. Ability to effectively present information in public settings. Ability to communicate with clients whose first language is not English.

**Mathematical Skills**

Ability to apply concepts of basic algebra and geometry. Ability to use various units of measurement.

**Reasoning Ability**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret technical instructions in mathematical or diagram form, sometimes involving several variables.

**Physical Demands**

The physical demands described here are representative of those that must be met by

an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; and talk and hear. The employee is frequently required to sit; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to perform fieldwork which may include: dust, changes in temperature, high altitudes, and occasional inclement weather with wet conditions. Must also be able to walk a minimum of 3 miles consecutively, able to swim, able to lift and carry 30 pounds. Able to walk in a muddy field and on slippery surfaces.

### **Work Environment**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; outside weather conditions; extreme cold; extreme heat and vibration. The noise level in the work environment is usually moderate.

**DAILY PARKING:** This position allows employees to park in a designated area located behind the building. Individuals will be responsible for their daily transportation and parking.

### **Selection**

After interviews are conducted, the interview committee will select a candidate. The candidate will receive a tentative job offer, which will be contingent upon passing a background investigation and security clearance through USDA. The background and security clearance is conducted after the candidate completes a required security packet, provided by USDA, which include the following: a questionnaire for non-sensitive positions, signing a Fair-Credit Release form, submitting fingerprints, and any other forms the USDA deems necessary to complete the security clearance.

### **How to Apply**

1. Resume should address the position duties and requirements.
2. Two references with telephone number and mailing address.
3. College transcripts: a. Must show courses and degree conferral b. Unofficial/Copy will initially be accepted c. Official transcripts will be required before start date

Resume must be received, or postmarked, by October 31, 2022.

Email: [HACDhiring@gmail.com](mailto:HACDhiring@gmail.com)

### **COVID-19 considerations**

To keep our employees safe we are following all county, state and federal guidelines, including wearing masks at all times while in the office and in the federal vehicle, installed plastic barriers for open work space areas and limited office entry. All employees are required to be fully vaccinated against COVID-19

#### Benefit Conditions:

- Waiting period may apply

#### Work Location:

- One location

#### Job Type: Full-time

Salary: \$16.75 per hour

#### Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

#### Schedule:

- 8 hour shift
- 40 hours per week
- Day shift
- Monday to Friday
- Some nights and weekends