

# SOIL AND WATER CONSERVATION DISTRICT FIELD MANAGER

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**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the technical planning, survey, and design of conservation projects. A direct focus on agricultural planning for the NYS Agricultural Environmental Management (AEM) Program, and implementation through the NYS Agricultural Nonpoint Source Pollution and Abatement (AGNPS) Program are key components of this position. Drainage, erosion, nutrient loading, and flooding issues are all assessed on-site with determinations made to help correct or enhance these troubled areas. Incumbents are expected to be self-starters that work independently from planning, permitting, to construction oversight and inspection. Work is performed in the office and in the field. Supervision of others is not a responsibility of this class. Work is performed under the general supervision of the Soil and Water Conservation District Manager. A Soil and Water Conservation District Field Manager does related work as required.

**TYPICAL WORK ACTIVITIES:**

Completes AEM and agricultural planning activities to include but not limited to planning, permitting, survey, design, and layout of agricultural and non-agricultural practices;  
Focuses on agricultural best management practice implementation through multiple grant programs including but not limited to the AGNPS Program;  
Responsible for nutrient management planning on farms;  
Utilizes GPS field survey equipment and GIS computer software;  
Assists with drainage complaints and issues on non-farm residents; and  
Performs other related duties as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of agricultural and nonagricultural Best Management Practices as well as the NRCS Standards and Specifications; good knowledge of drainage, erosion issues, tile drainage, and flooding; good knowledge of construction, equipment, and construction inspection; good knowledge of basic surveying techniques; high level of skill in using GIS and GPS; ability to use GIS and GPS in performance of duties; ability to get along with others; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with others; ability to work in a group setting with multiple agencies; ability to prioritize tasks and work independently; ability to actively interact and communicate with the general public; ability to deal firmly yet courteously with the public; self-starter; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Applicants must meet all requirements described in the following table in order to be approved for examination and/or appointment:

<b>Qualification Option #</b>	<b>1</b>
<b>Training/Education</b>	<input type="checkbox"/> Possession of a Bachelor's <sup>1,2</sup> degree in agronomy, agriculture, natural resource conservation, environmental science, environmental education, hydrology, or a closely related field.
<b>General experience</b>	<input type="checkbox"/> Six (6) years of full-time, paid experience in soil and water conservation or natural resources.
<b>Supervisory experience</b>	<input type="checkbox"/> N.A.
<b>License/Certification</b>	<input type="checkbox"/> Certified Crop Advisor (CCA); and <input type="checkbox"/> Certified NYS AEM Planner; and <input type="checkbox"/> Possession of a valid New York State driver's license.
<b>Other requirements</b>	<input type="checkbox"/> See Special Qualifications below.

**SPECIAL QUALIFICATIONS:**

- 1.) Appropriate licensure and technical certifications must be maintained throughout employment.
- 2.) A driving record evidencing safe and responsible vehicle operation is required.
- 3.) Must authorize and execute any necessary releases to enable the appointing authority to verify licensure and driving history involving violations and/or crimes.

**NOTE:** The appointing authority is responsible for verifying the appointee's driving record and certifications at appointment and throughout employment.

Soil and Water Conservation District Field Manager – C in all divisions

Created 8/25/2025

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<sup>1</sup> A higher degree in one of the stated fields of study is also acceptable.

<sup>2</sup> Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.