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## Employee Job Description

Department: Conservation (MCCD)

Position Title: Conservation Resource Specialist

Pay Classification: P&A 05 (\$21.63 - \$30.41/hr.)

Reports To: Conservation District Manager

Date of Job Description Creation/Update: 5/1/2025

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### **Overall Descriptions of the Position:**

This position requires operation level work in the fields of erosion and sediment pollution control, water quality monitoring, civil engineering, agronomy, and wildlife management. Work involves a variety of duties relating to the administration, operation and compliance with the requirements of Chapter 102, Erosion Control and Chapter 105, Dam Safety and Encroachment regulations; and technical assistance required by the Mercer County Conservation District Program.

### **Position Requirements:**

- A Bachelor of Science Degree in a related engineering or science field, one-year related experience and the required technical abilities.
- Working knowledge of algebra, geometry and trigonometry.
- General knowledge of the physical, engineering, soils and plant sciences.
- Ability to apply the principles of engineering technology to specific situations.
- Ability to read and interpret technical literature, engineering drawings and plans.
- Must be able to use basic instruments and equipment needed to design or inspect earth disturbance activities including transit, hand level, clinometer and planimeter.
- Must have experience in Global Information Systems (GIS) and Global Positioning Systems (GPS). Computer Aided Drafting (CAD) experience preferred.
- Must possess all Pennsylvania Child Abuse Clearances as required by County policy.
- Ability to use equipment and apply principles used in water quality and pollution control.
- Ability to communicate with co-workers, other County, Local, State and Federal agencies and members of the public effectively.
- Ability to perceive mechanical, physical and spatial relationships.
- Ability to use personal computer spreadsheet, database and GIS/CAD Software.
- Ability to work independently on a regular basis.
- Ability to regularly work outside and occasionally work under adverse weather condition and on hazardous terrain.
- Must be able to stand, sit, and walk at will.
- Must have the ability to engage in frequent or constant computer use.
- Must be able to bend, stoop, kneel, squat
- Must be able to lift 20lb on a regular basis and up to 50lb on an occasional basis.

**Position Duties:**

- Provide field level implementation of activities delegated under Title 25 Chapter 102 and 105 PA Code for compliance with the regulations.
- Provide technical assistance and fieldwork for Chapter 102 Erosion Control and Chapter 105 Waterways and Wetland programs including plan reviews, permit processing, complaint handling, site inspections and education.
- Assists in planning, designing and construction of soil and water conservation practices including the MCCD Dirt and Gravel Low Volume Road Program. Work will include surveying, hydrologic evaluation, drafting, layout, and construction supervision.
- Provides supervision of temporary employees, volunteers or contractors in carrying out MCCD projects.
- Assists with County Flood Control Dams and surveillance in accordance with Emergency Action Plans.
- Assists the public outreach programs including attendance at special events and provides oral and written communication to the general public.
- Other duties as assigned.

**To Apply:**

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County HR Department  
125 S Diamond Street  
Suite 17  
Mercer, PA 16137

\*\* County of Mercer Standard Applications can be printed from the above link or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

**Deadline to Apply: May 31, 2025**