



# *Orleans County Soil & Water Conservation District*

*446 West Avenue Albion, NY 14411 Phone: (585)589-5959 Fax: (855)347-7122*

## **Vacancy Announcement**

**VACANCIES:** One in the Orleans County Soil and Water Conservation District

**SALARY:** \$45,000 - \$50,000, NYS Retirement and Health Insurance package, incentive package, paid holidays, sick time and vacation time.

**RESIDENCE:** Candidates must have been legal residents of Orleans, Monroe, Niagara, or Genesee County for one year.

**DUTIES:** Performs a variety of technical duties related to the establishment of conservation practices concerning land and water on public and private properties. This is technical work involving assisting the Conservation District field Manager in field surveys, design and supervision of conservation projects. Employees in this class are expected to assist directly in various projects such as subsurface tile drainage, waterways, ditches, and related soil and water management programs. This position will involve assisting with grant writing and looking for grant opportunities for conservation projects. Work is performed under the general supervision of the Conservation District Field Manager. Does related work as required.

### **MINIMUM QUALIFICATION:**

- (A) Graduation from a regionally accredited or NYS registered college or university with an Associate Degree or Bachelor's Degree in mechanical, civil, construction environmental technology or related field; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in construction, land surveying, engineering or related field;

**SPECIAL REQUIREMENT:** Possession of a valid NYS Drivers' License.

**NOTE:** It is vital that you submit with your application, all information necessary to show your qualifications for examination. If your qualifications include a degree, please include a copy of your transcript(s) with your application.

### **To Apply**

1. Call the SWCD office at 585-589-5959 to request an application.
2. Send application, resume, letter of interest, three letters of reference, and transcripts to Orleans County SWCD, 446 West Avenue, Albion, NY 14411.
3. Applications should be submitted by 3:30 pm on August 4, 2023.
4. Before submitting your application. **BE SURE EVERY QUESTION IS ANSWERED. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
5. Approved candidates will be notified when and where to appear for an interview.

**ORLEANS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER!**