



Porter County Soil & Water Conservation District District Conservation Project Manager

Job Description Summary

Under the guidance of the Porter County SWCD Board of Supervisors, the District Conservation Project Manager will be responsible for promoting the conservation of natural resources within the county. Technical assistance will be made available to farmers, contractors, homeowners, municipalities and others in need of guidance with conservation practices.

The District Conservation Project Manager will provide leadership for the planning and implementation of projects and initiatives that will increase the adoption of conservation practices and the development and communication of technical data.

In addition to cooperating with various entities involved in the Indiana Conservation Partnership, the District Conservation Project Manager will serve as a daily liaison between the public and the Board of Supervisors by responding to inquiries in a timely and courteous manner.

Education & Experience

Bachelor's Degree in a natural resources field such as agriculture, biology, environmental science, hydrology, or natural resource management. 4-5 years of experience working in a position with similar responsibility. This position requires organization, efficiency, and the ability to undertake multiple tasks at once while maintaining a positive work ethic.

Required Qualifications

- Knowledge of the functions, purpose and mission of Indiana Soil & Water Conservation Districts and partnering agencies
- Understanding of water quality, watershed management and soil health principles
- Strong oral/written communication, facilitation, leadership, and teamwork skills
- Ability to take initiative and work independently with minimal supervision
- Proficient in Microsoft Office, ESRI ArcGIS and other related software
- Experience with water sampling techniques and laboratory procedures
- Knowledge of federal, state, and local conservation programs
- Ability to obtain FAA Part 107 Remote Pilot Certification
- Be willing to work outdoors in inclement/extreme weather
- Be physically prepared to walk long distances of one mile or more carrying equipment and tools which may weigh as much as 30 pounds

Position Responsibilities & Job Duties

Plan or develop coordinated practices for soil erosion control, soil & water conservation, and habitat restoration. Track conservation practices and project reporting for ongoing projects and initiatives

Conduct water sampling/monitoring, water chemistry lab tests and data analyses for various watershed studies

Assist the USDA-NRCS with conservation planning and contract administration for projects in Porter County

Provide guidance and advice for the installation of conservation practices and conduct follow-up site visits to evaluate project success

Conduct technical reviews of erosion control plans designed to fulfill erosion control requirements during construction, as mandated by 327 IAC 15-5 (Rule 5)

Apply principles of specialized fields of science, such as agriculture, soil science, ecology, forestry, environmental science, and utilize knowledge or research findings to achieve conservation objectives that address resource concerns

Gather information from geographic information systems (GIS) databases or applications and utilize GPS instruments and other field equipment to compile data and create high quality for conservation planning

Develop or conduct case studies, such as plant material field trials, watershed management plans and soil health tests

Maintain files, related documents and correspondence of projects and provide a monthly written report to the Board of Supervisors

Develop and maintain working relationships with local government staff and board members. Serve as representative of the Porter County SWCD for advisory & steering committees

Changes in policies, procedure and programs may require the District Conservation Project Manager to undertake other duties as deemed necessary by the board of supervisors

Application Deadline : July 19, 2021

Please submit resume and cover letter to michelle.benson@in.nacdn.net

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