

## **WETLANDS COORDINATOR**

**DEPARTMENT:** Tioga County Soil & Water Conservation District  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** To be determined  
**ADOPTED:** 01/10; revised 08/10 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for researching, planning and designing sites identified for wetland restoration projects within the Upper Susquehanna River Watershed region. Work is performed in accordance with Wetlands Protection laws and policies on local, state, and federal levels. The work involves site reviews and use of software in order to analyze potential project locations according to contract provisions. The incumbent will interact with contractors, landowners, the Upper Susquehanna Coalition (USC), and the Tioga County Soil & Water Conservation District to accomplish program objectives. Work is performed under direct supervision of the Watershed Administrator. The incumbent provides leadership and direction to field technicians involved with specific projects. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Researches land sites for USC wetland restoration projects and assists in implementing project plans from knowledge of environmental planning and/or state and federal environmental regulatory requirements;
- Performs physical and digital surveys on potential restoration site locations in order to assist in wetland design;
- Creates site maps and helps identify potential funding sources based upon the site's viability;
- Meets with property owners/developers/contractors to review plan designs and addresses any concerns raised in the proposed location;
- Maintains database for the purpose of tracking past, present, and future restoration projects;
- Maintains and updates USC website;
- Performs annual wetland mitigation reporting which involves soil, plant, and animal identification;
- Creates educational and media material to highlight USC projects and programs;
- Prepares various reports related to program activities.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of environmental planning and construction; working knowledge of Federal Water Pollution Control Act and other applicable state and local regulations pertaining wetlands; working knowledge of surveying land for the purpose of design and construction; working knowledge of geographic information systems (GIS); ability to establish and maintain cooperative relationships with local officials, property owners, contractors, and the general public; ability to read and interpret laws; ability to prepare clear and concise letters and reports; tact; good observational skills; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Forestry, Natural History, Ecology, Hydrology, Environmental Science, or closely related field **AND** two (2) years of full-time experience (or its part-time equivalent) in the field of natural resource conservation or closely related field.

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