

**POSITION DESCRIPTION
COVER SHEET**

REASON FOR THIS POSITION		
1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQSCT45804	3. REPLACES PD NUMBER

RECOMMENDED			
4. TITLE SOIL CONSERVATION TECHNICIAN	5. PAY PLAN GS	6. SERIES 0458	7. GRADE 04
8. WORKING TITLE (Optional) SOIL CONSERVATION TECHNICIAN		9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE SOIL CONSERVATION TECHNICIAN						
11. PP GS	12. SERIES 0458	13. FUNC	14. GRADE 04	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	Natural Resources Conservation Service	5th	
2nd	State Conservationist	6th	
3rd	Assistant State Conservationist (FO)	7th	
4th	District Conservationist	8th	

SUPERVISOR'S CERTIFICATION			
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.			
19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM						
FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS	
1. Knowledge Required	FL 1-3	350	6. Personal Contacts	FL 6-2		
2. Supervisory Controls	FL 2-1	25	7. Purpose of Contacts	FL 7- B	75	
3. Guidelines	FL 3-2	125	8. Physical Demands	FL 8-2	20	
4. Complexity	FL 4-2	75	9. Work Environment	FL 9-2	20	
5. Scope and Effect	FL 5-2	75	TOTAL POINTS		765	
					GRADE	GS 04

CLASSIFICATION CERTIFICATION	
I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.	
29. SIGNATURE 	30. DATE 05/21/2008

31. NAME AND TITLE
Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.

32. REMARKS:	33. OPM CERTIFICATION NUMBER
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Reference: OPM PCS SOIL CONSERV TECH SERIES, GS-458, DEC 91
Position is FLSA – Non-Exempt.

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1)	2. DEPT CD. /AGCY-BUR-CD. (4) AG 16	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SERIES (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFFICIAL TITLE (38)					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA	5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS STD. CD. (1) X = New Standard Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT CLASS (6) MO DAY YEAR				
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary	3 = Foreign Svc. Blank = NA	12. INACT/ACT (1) I = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT/REACT (6) MO DAY YEAR	15. AGENCY USE (10)				
16. INTERDISCIPLINARY SERIES (40) (4) Per Block									
17. INTERDISCIPLINARY TITLE CODE (50) (5) Per Block									

C. INDIVIDUAL POSITION														
1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0 = None 1 = CD 219 2 = CD 220				3. POS. SCHED. (1) 3 = SF 278 4 = AD 392 5 = SF 849				4. POS. SENS. (1) A = Sched A B = Sched B C = Sched C			5. COMP. LEV. (4) 0 = Excepted but not A,B,C 0 = Nonsensitive 1 = Noncritical 2 = Critical Sense		
6. WK. TITLE CODE (4)				7. WK. TITLE (38)										
8. ORG. STR. CODE (18) 1st 2nd 3rd 4th 5th 6th 7th 8th								9. VAC REV CODE (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and/or series E = New Position/New FTE						
10. TARGET GD.	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = NA Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)			14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO DAY YEAR			16. PAS. IND. (1) Blank=NA 1 = PAS	17. DATE EST. MO DAY YEAR			
18. GD. BASIS. IND (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG 4 = Sup./Program 5 = RGE G 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use							19. DT.REQ. REC. (6) MO DAY YEAR			20. NTE. DT. (6) MO DAY YEAR			21. POS.ST. BUD (1) Y = Perm N = Other	
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)														
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.				Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.				Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other						
23. DATE EMP. ASGN. (6) MO DAY YEAR			24. DATE ABOL. (6) MO DAY YEAR			25. INACT/ACT(1) I = Inact. A = Act.		26. DATE INACT/REACT (6) MO DAY YEAR			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)	29. AGENCY USE (8)
30. CLASSIFIER'S SIGNATURE											31. DATE			
32. REMARKS														

Standard Position Description

OFFICIAL TITLE: Soil Conservation Technician
WORKING TITLE: Soil Conservation Technician
CLASSIFICATION: GS-458-04

Date: May 09, 2008
Classified By: NHQ-HRMD
Number: NHQSCT45804

Note: This is a standard position description and can not be modified without the approval from the Human Resources Management Division, Employment & Classification Team, NRCS in Washington, DC.

INTRODUCTION

The incumbent serves as a Soil Conservation Technician, GS-458-04, providing assistance to the Soil and Water Conservation District (SWCD) assigned to the field office (FO) within the assigned Natural Resource area. The incumbent is responsible for working with landowners to apply and maintain a number of conservation practices. The work requires review of cost-sharing request under the provision of federal, state, and possibly local agriculture programs.

MAJOR DUTIES

1. Data Collection (60%)

- a. Gathers preliminary resource inventory data and information on the physical features of agricultural and other natural resource sites. Under the guidance of a supervisor or higher-graded specialist, the technician recommends to land users a range of solutions or alternatives to solve a resource problem. Incumbent assists NRCS staff with data collection as requested.
- b. Soil Conservation Technician serves as an assistant to the advisors in resource planning by laying out farm boundaries on aerial photos, determines acreage with grid scale and planimeter, prepares cartographic orders.
- c. Computes and plots engineering notes, prepares field sketches and drawings, selects standard designs, modifying or adjusting them to site conditions within the limits of the incumbent's engineering practice review and approval limits in accordance with Part 501, National Engineering Manual.

2. Technical Application (40%)

- a. Soil Conservation Technician schedules follow up with landowners or operators for check progress of conservation practices that are under construction. Reviews/and makes simple adjustments when necessary to practices in according to NRCS Practice Standards and specifications.

b. Assists the field office supervisor and the local Soil and Water Conservation District with local, state and national conservation program delivery and objectives as requested. Assists higher level specialist with completed practices to determine that specifications are met for final certification.

c. Performs duties in a supportive manner of safety and healthy work environment. The incumbent exercises caution and maintains all safety requirements when exposed to dangerous objects, chemicals, and extreme temperatures.

3. Civil Rights

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or physical or mental disability.

Perform other duties as assigned.

CONDITION OF EMPLOYEMENT – Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This will require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark.

EVALUATION FACTORS

1. KNOWLEDGE REQUIRED BY THE POSITION- LEVEL 1-3 (350 POINTS)

a. Knowledge of basic conservation practices, standard engineering and construction practices with an awareness of integrated interdisciplinary conservation planning.

b. Knowledge of basic farming methods and basic soil, water, plant and energy relationships.

c. Knowledge to apply basic algebraic equations and construction-related math.

d. Knowledge of basic surveying and drafting skills and the ability to use basic survey instruments and drafting equipment.

e. Ability to read and understand technical manuals, specifications, standard construction blueprint designs and basic topographic map interpretations.

2. SUPERVISORY CONTROLS LEVEL 2-1 (25 POINTS)

a. Work assignments are made by the first-line supervisor, who will indicate the specific conservation activities to be completed within a reasonable time frame. The supervisor

will provide clear procedural instructions for the assigned work and sets a date of completion.

b. New assignments are accompanied by suggested work procedures, and problems not covered by instructions are referred to the supervisor or Resource Specialist for technical accuracy and/or revisions prior to release to a land user.

c. Completed work is reviewed by the supervisor for technical accuracy.

3. GUIDELINES LEVEL 3-2 (125 POINTS)

a. Procedures for NRCS and engineering practices are found in the Field Office (FO) Technical Guide and the Engineering Field Manual, which provide standards, specifications, and techniques for the application of conservation practices.

b. Judgment is required in finding and choosing the appropriate conservation criteria or design specification for application to the land unit.

c. When existing standards and specifications cannot be applied or require significant deviation, referral is made to the supervisor.

4. COMPLEXIT LEVEL 4-2 (75 POINTS)

The Soil Conservation Technician uses a level to record elevations, reduces field notes, enters data on forms and prepares farm maps from sketches. The Soil Conservation Technician selects an appropriate computation formula from among several choices when compiling data concerning physical land features, identifies an appropriate standard conservation practice for uncomplicated situations, and determines the types of equipment suited for installing the conservation measure. Work requirements that involve new task are covered by complete instructions.

5. SCOPE AND EFFECT LEVEL 5-2 (75 POINTS)

The purpose of the work involves application of a wide range of standard soil and water conservation practices, procedures, design methods and operational criteria to land or farm units. The soil conservation services provided by the technician affect the timeliness, reliability, and acceptability of further complex conservation practices, and may lead to their integration into a complete effort such as a waste, wetland or cropland management system.

6 & 7 PERSONAL CONTACTS AND PURPOSE LEVEL 2B (75 POINTS)

a. Personal Contacts – The work involves contacts with the employing office and organizational units as part of the natural resource team such as, soil conservationists, engineering technicians, engineers, etc. Contacts with the general public include farm operators and community relations.

b. Purpose of Contacts – Contacts with other NRCS personnel are to discuss technical and operational problems. Contacts with contractors are for providing proper installation specifications. Contacts outside the government are for the purpose of providing factual information regarding conservation practices and NRCS criteria.

8. PHYSICAL DEMANDS LEVEL 8-2 (20 POINTS)

The assigned Soil Conservationist requires regular and recurring prolonged walks over field terrain, bending, lifting and stretching when setting up survey instruments and equipment.

9. WORK ENVIRONMENT, LEVEL 9-2 (20 POINTS)

The work involves regular and recurring exposure to agricultural and construction type equipment while in operation. There may be exposure to heat, snow, and ice as well as herbicide and chemical spray operations, which require safety precautions.

Total = 765 (Range 655-850)

This position is determined to be nonexempt from the provision in the FLSA as defined in 5CFR 551.204