

**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"/> NHQSCT45805	3. REPLACES PD NUMBER

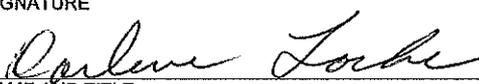
RECOMMENDED				
4. TITLE <b>SOIL CONSERVATION TECHNICIAN</b>		5. PAY PLAN <b>GS</b>	6. SERIES <b>0458</b>	7. GRADE <b>05</b>
8. WORKING TITLE (Optional) <b>SOIL CONSERVATION TECHNICIAN</b>			9. INCUMBENT (Optional)	

OFFICIAL						
10. TITLE <b>SOIL CONSERVATION TECHNICIAN</b>						
11. PP <b>GS</b>	12. SERIES <b>0458</b>	13. FUNC	14. GRADE <b>05</b>	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)			
1st	<b>Natural Resources Conservation Service</b>	5th	
2nd	<b>State Conservationist</b>	6th	
3rd	<b>Assistant State Conservationist (FO)</b>	7th	
4th	<b>District Conservationist</b>	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
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	<b>FL 1-4</b>	<b>550</b>	6. Personal Contacts	<b>FL 6-2</b>	
2. Supervisory Controls	<b>FL 2-2</b>	<b>125</b>	7. Purpose of Contacts	<b>FL 7- B</b>	<b>75</b>
3. Guidelines	<b>FL 3-2</b>	<b>125</b>	8. Physical Demands	<b>FL 8-2</b>	<b>20</b>
4. Complexity	<b>FL 4-2</b>	<b>75</b>	9. Work Environment	<b>FL 9-2</b>	<b>20</b>
5. Scope and Effect	<b>FL 5-2</b>	<b>75</b>	<b>TOTAL POINTS</b>		<b>1065</b>
<b>GRADE</b>					<b>GS 05</b>

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 <b>05/21/2008</b>

31. NAME AND TITLE <b>Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.</b>	
--	--

32. REMARKS:	33. OPM CERTIFICATION NUMBER
--------------	------------------------------

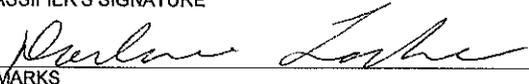
**Reference: OPM PCS SOIL CONSERV TECH SERIES, GS-458, DEC 91**

**Position is FLSA – Non-Exempt.**

**MASTER RECORD/INDIVIDUAL POSITION DATA**  
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

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

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

<b>C. INDIVIDUAL POSITION</b>										
1. FLSA CD. (1)	2. FIN. DIS. REQ. (1)	3. POS. SCHED. (1)	4. POS. SENS. (1)	5. COMP. LEV. (4)						
E = Exempt N = Nonexempt	0 = None 1 = CD 219 2 = CD 220	3 = SF 278 4 = AD 392 5 = SF 849	A = Sched A B = Sched B C = Sched C	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)				9. VAC REV CODE (1)						
1st	2nd	3rd	4th	5th	6th	7th	8th	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)	13. DUTY STATION (9)			14. BUS. CD. (4)	15. DT. LST. AUDIT (6)	16. PAS. IND. (1)	17. DATE EST.	
		Blank = NA Y = Yes	State (2)	City (4)	County (3)		MO DAY YEAR	Blank=NA 1 = PAS	MO DAY YEAR	
18. GD. BASIS. IND (1)			7 = Equipment Devel. Guide			19. DT.REQ. REC. (6)	20. NTE. DT. (6)	21. POS.ST. BUD (1)		
1 = Rev. when vacant 2 = Impact of Person 3 = Sup./SGEG	4 = Sup./Program 5 = RGE G 6 = Policy Analysis G E G	8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	MO DAY YEAR	MO DAY YEAR	MO DAY YEAR	MO DAY YEAR	MO DAY YEAR	Y = Perm N = Other		
22. MAIN. REV./CLASS.ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)										
Normal Act		Maintenance Review Act		Results						
3	1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME/Activity Rev.	5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.	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)		24. DATE ABOL. (6)		25. INACT/ACT(1)	26. DATE INACT/REACT (6)	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)		29. AGENCY USE (8)	
MO DAY YEAR	MO DAY YEAR		MO DAY YEAR	I = Inact. A = Act.	MO DAY YEAR					
30. CLASSIFIER'S SIGNATURE									31. DATE	
									5/21/08	
32. REMARKS										

## Standard Position Description

**OFFICIAL TITLE:** Soil Conservation Technician  
**WORKING TITLE:** Soil Conservation Technician  
**CLASSIFICATION:** GS-458-05

**DATE:** May 16, 2008  
**CLASSIFIED BY:** NHQ-HRMD  
**NUMBER:** NHQSCT45805

**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-458-05, providing assistance to the local 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 provisions of federal, state, and possibly local agricultural programs.

### MAJOR DUTIES

#### **1. Data Collection (50%)**

- a. Gathers and compiles planning data on rural and/or urban sites, including physical features such as soil limitations, erosion, surface drainage, and sedimentation under the guidance of a supervisor or higher-graded specialist for evaluation and development of natural resources conservation plans by a professional Soil Conservationist.
- b. Soil Conservation Technician assists the advisors in resource planning by laying out land boundaries on aerial photos, determines acreage with grid scale and planimeter, prepares cartographic orders. Assists NRCS staff with project data collection as requested through the Field Office.
- c. Assists the district conservationist in developing large area resource conservation plans. Compiles resource information, prepares maps, and interprets soil survey data for use in conservation planning. Reviews completed conservation plan with the landowner and makes arrangements to give on-site assistance in application.
- d. Checks feasibility and makes preliminary engineering surveys gathering design data for structures requiring engineering application. Records field notes and prepares tentative designs based on standard designs for review and approval by others. Lays out construction ground controls by locating cut and fill stakes, running level lines and other control lines, using rod, level and transit.

## **2. Technical Application (50%)**

- a. Assumes responsibility for following up with landowners for checking 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. Works with landowners on the application and maintenance of conservation practices common to the work unit area. Checks feasibility and makes preliminary engineering surveys gathering design data for structures requiring engineering application. Records field notes and prepares tentative designs based on standard designs for review and approval by others. Lays out construction ground controls by locating cut and fill stakes, running level lines and other control lines, using rod, level and transit.
- c. Assists higher level specialist with completed practices to determine that specifications are met for final certification. Contacts landowners/operators or contractors to review conservation plans for installing practices, such as contour cultivation, drainage practices or irrigation practices.
- d. Performs duties in a supportive manner of safety and a healthy work environment. The incumbent will exercise caution and maintains all safety and health 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.

**Performs other duties as assigned.**

**CONDITION OF EMPLOYMENT** – Must possess and maintain a valid 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 1-4 (550 POINTS)**

- a. Practical knowledge of NRCS conservation methods, techniques, measures, and agricultural operations sufficient to choose one or several conservation practices applicable to area agricultural land units from a number of standard alternative conservation measures. Applies this knowledge to introduce additional practices to an established conservation plan and to set up a sequence for installing soil and water conservation practices.

b. Knowledge and skill in applying and interpreting technical manuals, specifications, topographic map and standard construction blueprint designs.

c. Practical knowledge of soil, water, and qualities and characteristics sufficient to determine appropriate crop suitability, sediment control measures, drainage practices, survey practices, equipment needed for installation of control practices, and soil treatment required to reclaim soils.

d. Knowledge of basic engineering activities and practices to prepare preliminary engineering plans based on standard designs for review and approval by the district conservationist or other higher-graded employees. Ability to complete basic surveying and drafting tasks.

e. Knowledge of written and oral communication techniques sufficient to make effective presentations of NRCS conservation practices that are typical in the assigned area, and ability to apply this knowledge to inform landowners, operators, and contractors of local program objectives and describe the requirements for participation in agency-sponsored activities.

## **2. SUPERVISORY CONTROLS - LEVEL 2-2 (125 POINTS)**

a. The incumbent is under the supervision of the District Conservationist, who assigns specific conservation activities to be completed. Clear procedural instructions for the assigned work and date for completion is given.

b. Incumbent independently executes the steps of the task on recurring and continuing task. Completed work is reviewed for technical soundness and conformance with agency criteria applicable to the methods and techniques.

## **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 signification deviation, referral is made to the supervisor.

## **4. COMPLEXITY- 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 NRCS conservation practices, procedures, design methods and operational criteria to land or farm units. The conservation services provided by the technician affect the timeliness, reliability, and acceptability of further complex conservation practices, and may lead to integration of a complete effort such as a waste, wetland or cropland management.

#### **6 AND 7 PERSONAL AND PUPOSE OF CONTACTS - LEVEL 2B (75 POINTS)**

a. Personal Contacts -The works involves contacts with the natural resource team such as, employing agency, Soil Conservationist, Engineering Technicians, Engineers, general public, and farm operators and contractors.

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 such as tractors, caterpillars, and a wide variety of attached implements. There may be exposure to deep snow and ice conditions and exposure to heat as well as herbicide and chemical spray operations, requiring safety precautions.

Total = 1065 (Range 855-1100)

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