

## Florence County Job Description

**Position Title:** Land Conservationist  
**Department:** Land Conservation  
**Reports To:** Land Conservation Committee  
**FLSA Status:** Full-Time (40 hours per week)/Exempt  
**Salary Range:** \$26.00  
**Salary Grade:** 3

**Position Summary:** Responsible for revising and implementing the County's *Land and Water Resource Management Plan* as directed by Wisconsin Chapter 92. Contingent upon continued state funding and assistance, the County Conservationist is a department head position that primarily administers Florence County Land Conservation Committee policies and programs. Additional functions include grant writing, project management, providing soil and water conservation technical assistance, supervision of Land Conservation staff, conservation education coordination; and acts as a participating member of regional and state conservation organizations, and related state agency and legislative liaison.

### Essential Functions:

- Provides efficient and effective operation of the Land Conservation Department by following county policies and conservation program guidelines as directed by state statute and Florence County Board of Supervisors.
- Provides for the administration of available conservation projects and programs as directed by the Land Conservation Committee members; project may include: Cost-Share Contract program; Farmland Preservation program; Tree/planter projects; Timber Bridge/Forest Road Maintenance projects; Wildlife Abatement program; youth conservation education programs; invasive species projects and programs; Lumberjack RC&D projects; scholarships and tuition for related educational programs.
- Files and records all work plans, annual reports, grant applications, budgets and long-range resource management plans.
- Engages co-workers, elected officials, landowners, visitors, youth, volunteers, and organizations in conservation education, conservation projects, and programs as identified and prioritized in Florence County's *Land and Water Resource Management Plan*.
- Supervises and trains department staff; develops applicable job descriptions and work plans that implement approved conservation activities.
- Evaluates and reports department objectives, goals, methods, and results to Florence County Board of Supervisors and associated funding sources.
- Assesses water quality and soil erosion conditions throughout the county, provides technical assistance and coordinates available federal, state, regional, and local protection and restoration resources.
- Maintains current knowledge of laws and regulation relating to land and resource conservation and inform the LCC Committee of changes in regulations or requirements as necessary.
- Investigates complaints concerning environmental violations and reports to the LCC and governing agencies as required; ensures violations are corrected through regular follow up.
- Performs field inspections on various conservation related programs.
- Participates in related county, regional and state conservation trainings, educational programs, meetings and organizations.
- Prepares and submits staffing, program, and project grant applications, reports and reimbursements on behalf of the Land Conservation Committee and approved organizations and landowners.
- Maintains active communication with contractors, engineers, surveyors, town officials, government agencies, committees and the general public for proposed and permitted projects.
- Chemical Hygiene Officer for the Surface Water Laboratory.
- Florence County representative on the Wild Rivers invasives Species Coalition Board.
- All other duties as assigned.

## Florence County Job Description

### Supervisory Requirements:

- Oversees and supervises all permanent and temporary Land Conservation Department staff.

### Education:

- Bachelor's Degree in a natural resources field and/or a combination of comparable training and experience required.
- Previous experience in land and water conservation methods in a public setting preferred.
- Must be a Licensed Certified Soil Tester, or the ability to obtain required certification and licensing within six (6) months from date of hire.

### Knowledge, Skills and Abilities:

Any equivalent combination of training and experience, which provide the following knowledge, skills and abilities:

- Excellent written and verbal communication skills; ability to communicate effectively to various groups and individuals.
- Knowledge of State and Local codes, soils, land descriptions, and environmental health and land use laws and principals.
- Working knowledge of legal descriptions of land, and the ability to interpret maps, including GIS systems, software, and GPS mapping skills.
- Working understanding of land survey methods, equipment, and software.
- Knowledge of the terminology used in various deeds and real estate rolls; ability to deal effectively with the public and other agencies.
- Ability to assist with field survey and mapping equipment; lake monitoring and water quality testing equipment.
- Ability to develop strong professional support networks and resources for conservation programs, related organizations and agencies, elected officials, landowners, and visitors.
- Ability to obtain and interpret facts through inspection and investigation.
- Ability to understand licensing, and prepare clear and concise reports.
- Strong computer skills in Microsoft Office, including Word, Excel, PowerPoint and Publisher.
- Ability to update websites; create and publish news articles, newsletters, and business documents including business cards, spreadsheets, reports, and meeting agendas and minutes; and design and print informational signs, brochures, and advertisements as needed.
- Working knowledge of RUSLE2 and SnapPlus software.
- Must possess or acquire a valid Wisconsin driver's license and a reliable vehicle to be used for work purposes.
- Have the ability to work cooperatively with others including: department employees, contractors, County employees, County officials, private landowners, clubs, organizations and the general public.
- Ability to calibrate and use department field and laboratory scientific equipment (e.g., handheld meters, spectrophotometer, cameras, Remotely Operated Vehicle).
- Preferred: Current (or ability to obtain a) FAA Part 107 Remote Pilot Certificate and maintain biennial Recurrent Exam certification.
- Preferred: Ability to perform routine maintenance, updates, records, and log books of the county's Small Unmanned Aerial System(s).
- Preferred: Working knowledge of sUAS flight operations and image processing software.
- Preferred: Current (or ability to obtain) Private Onsite Wastewater Treatment Systems (POWTS) Inspector certifications.

## Florence County Job Description

### Physical Requirements:

- Must have the ability, stamina and willingness to travel over long distances, over rough terrain, on foot, and in all types of weather.
- Must have the ability to perform all types of property and/or public land inspections, including walking in wilderness areas, and climbing steep hills.
- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 25 pounds and occasionally lift or move up to 50 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

### Residency Requirement:

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

### Work Environment:

- Portion of work week spent in an office environment. Minimal noise level.
- Regularly exposed to and working in outside weather conditions in all seasons.
- Occasionally work in water and on small powered and unpowered watercraft.
- Occasionally exposed to outside construction sites, and includes:
  - Working around heavy equipment.
  - Often exposed to sounds and noise levels, such as from equipment, that are distracting and uncomfortable.
  - Some exposure to fumes, such as engine exhaust, in an open environment.
  - Wear protective equipment often, such as hard hats and hearing protection, when on site

### **Employee Acknowledgement:**

I acknowledge that I have received a copy of the Land Conservationist job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal protected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name