

**DEPARTMENT:** SOIL & WATER DISTRICT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MAY 15, 2023

**CONSERVATION DISTRICT ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is seasonal work that involves responsibility for assisting in a variety of field activities to the District programs. The work is performed under direct supervision of a higher-level technical or professional employee. It is primarily a field position and the selected candidates can expect to spend the majority of their time working outdoors. Does related work as required.

**TYPICAL WORK ACTIVITIES (DEPENDS ON ASSIGNMENT EACH SEASON):**

1. Assists with invasive species removal efforts including use of manual and chemical (herbicide) methods.
2. Conducts surveys to identify locations of invasive species
3. Assist with data collection for management activities
4. Collects, prepares and maintain records of management activities
5. Provide written reports on survey and management efforts
6. Assist with education and outreach activities
7. Assists with other District programs as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of invasive species; skills in utilizing required field equipment; working knowledge of the environment; skills in identifying invasive species; ability to conduct low-risk, routine environmental assessments and investigations; ability to read maps and drawings; ability to solve arithmetic problems related to environmental inspections; ability to organize and maintain accurate records and files; ability to attend required training courses; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with others; ability and willingness to work primarily outdoors in extreme temperature and inclement weather; ability to lift up to fifty (50) pounds; initiative and resourcefulness; physical condition commensurate with the demands of the job.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license.