



## Position Description – NRCS Natural Resource Specialist

<b>Employee Name:</b>	<b>Job Title:</b> NRCS Natural Resource Specialist
<b>Employee Type:</b> Temporary	<b>Typical FTE:</b> 1.0 – 40 hours per week
<b>Hourly Rate Range:</b> Resource Technician 1, Resource Technician 2, o Resource Specialist 1 Wage Scale – Steps 1-10	<b>Supervisor:</b> Executive Director + NRCS Staff
<b>FLSA Status:</b> Non-Exempt	<b>FLSA Exemption:</b> None
<b>Benefits Eligible:</b> Washington PERS, Medical/Vision/Dental, Sick Leave, Vacation	<b>Position Location:</b> 215 Melody Ln, Wenatchee, WA 98801
<b>Effective Date:</b>	<b>Date of Last Revision:</b> September 17, 2024

### Position Summary:

The Natural Resources Conservation Service (NRCS) Natural Resource Specialist is a temporary term limited position focused on providing additional planning support to NRCS.

This 3-year position works within the Wenatchee NRCS field office and serves as additional capacity implementing Inflation Reduction Act (IRA) funded projects under NRCS’s various cost share programs such as Environmental Quality Incentives Program (EQIP) and Conservation Stewardship Program (CSP).

This position will be responsible for work equivalent to the Natural Resource Specialist GS-0401-09 position at NRCS. [Click this link for a PDF of the GS-0401-09 job posting.](#) This position is unique within Cascadia Conservation District and will be required to meet the minimum job qualifications of the NRCS Natural Resource Specialist GS-0401-09 position.

The Natural Resource Specialist will have some experience providing technical assistance, working with the public, and/or assisting with landowner implementation of conservation practices. They demonstrate the ability to work independently when necessary, helping project leads complete technical assistance, planning, project implementation, and outreach activities.

The ideal candidate will be passionate about conservation and natural resources, willing to learn, adapt, and change based on new information, be transparent and open, and work well in a team and independently. They will have a community-focused mentality with an aptitude for relationship building. Flexibility, prioritization, and excellent communication skills are crucial to the position.

### Position Qualifications:

<p><b>Minimum Qualifications:</b> The education, experience, and skills necessary to perform adequately in the position.</p>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree (or higher degree) in biological sciences, agriculture, natural resource management, chemistry, or related disciplines to the position. (If selected for the position, unofficial college transcripts are required). Meeting only this requirement will qualify the applicant only for the Resource Technician 1 Pay scale (\$19.00 - \$23.09 per hour)</li> </ul>
<p><b>Qualifications required for Resource Technician 2 pay scale:</b> Applicant must have at least one or more full-time years (12-months) of specialized work experience to meet this pay scale requirement (\$25.96-\$28.62 per hour)</p>	<ul style="list-style-type: none"> <li>• Assisting with scientific studies on the use and preservation of natural resources or environment including soils, water, vegetation, wildlife, wetlands, or forests;</li> <li>• Utilizing Geographic information systems (GIS) tools and other software to gather information or prepare reports; and</li> <li>• Preparing written materials such as reports, presentations, or planning guides.</li> </ul>
<p><b>Qualifications required for Resource Specialist 1 pay scale:</b> Applicant must have at least one or more full-time years (12-months) of specialized work experience to meet this pay scale requirement (\$29.56-\$34.22 per hour)</p> <p><b>OR</b></p> <p>A Master’s or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree in a field which demonstrates knowledge, skills, and abilities necessary to do the work of the position such as: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position. (Transcripts will be required)</p>	<ul style="list-style-type: none"> <li>• Planning scientific studies on the use and preservation of natural resources or environment including soils, water, vegetation, wildlife, wetlands or forests;</li> <li>• Training others on natural resource topics such as land use management, preservation of natural resources, or environmental compliance;</li> <li>• Utilizing Geographic Information Systems (GIS) tools and other software to maintain records, gather information, or prepare reports; and</li> <li>• Recommending solutions to resolve natural resources problems.</li> </ul>

## Primary Job Responsibilities

Job Function:	% of Time	Essential Function:
<b>Conservation Planning and Technical Assistance</b>	<b>95%</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Meets and works in collaboration with landowners to develop conservation plans, conservation practices</li> <li>• Assists in gathering and assembling preliminary data for all resource concerns for use in developing complete basic farm conservation plans.</li> <li>• Understands all applicable NRCS and Farm Bill programs available to address resource concerns and explains cost share programs and payment procedures to applicants and contract holders.</li> <li>• Carries out a follow-up schedule for applying soil conservation practices in accordance with plan and contract schedules.</li> <li>• With supervision, utilizes most current technology programs in the documentation and management of conservation plans and technical assistance by the service center</li> <li>• Applies conventional and established conservation methods and techniques to maintain or improve production while conserving soil and water resources.</li> <li>• Assists in the evaluation of onsite urban, rural, or wetland conservation needs and applying land treatment measures including the installation of erosion and water control practices</li> <li>• Provides input for and uses natural resources data and information generated by the Geographic Information System (GIS)</li> <li>• Administers cost share programs.</li> </ul>		
<b>Other – Reporting</b>	<b>5%</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Completes reporting on work completed</li> <li>• Completes time tracking and other administrative tasks</li> </ul>		

**Physical Requirements and Working Conditions:**

Specify the amount the position will be required to LIFT/CARRY frequently:	Up to 50 lbs.
Specify the amount the position will be required the PULL/PUSH frequently:	Up to 50 lbs.
<b>Indicate the rate in which this position will be required to:</b>	
Bend	Occasionally
Twist	Occasionally
Squat	Occasionally
Climb	Occasionally
Kneel/Crawl	Occasionally
Reach/Reach Overhead	Occasionally
Finger Dexterity/Fine Manipulation	Frequently
Sit	Frequently
Drive	Occasionally
Basic Life Functions	Hear, See, Speak, Stand, Walk
Unique Vision Requirement: Indicate any unique requirement of the position. (Examples: able to read and detect color coding, read find print, etc.)	N/A
Work Setting: Indicate the work setting where duties are performed.	Office and Telework Environment (65%); Field work (35%)
<b>Indicate the level of unique work conditions this position will encounter.</b>	
Extreme Temperatures	Occasionally
Fumes/Odors/Mists/Dusts	N/A
Confined Areas/Spaces	N/A
Extreme Sounds/Noises/Vibrations	N/A
Potential Hazards Exposure	N/A
Other Working Conditions	Occasional weekend or after-hours work may be required. Short overnight travel is occasionally required, 1-3 times per year.

**Equipment Utilized:**

Desktop computer literacy, to include Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet and various other software applications used within the District for accounting, operations, and administration. Must also be able to utilize Federal software.

Basic office equipment including mobile smartphone, computer, printer, copier, etc.

Field equipment includes shovels, soil probes, and other hand tools for measuring and inventorying

natural resources. This position may occasionally use mechanized equipment such as brushcutters, hydraulic post pounders, chainsaws and other gas or electric powered equipment.

**Please Note:** The employee must demonstrate the ability to perform the essential functions of the position with or without accommodation.

**Compensation and Benefits:**

The hourly rate for this position is set by the Cascadia CD Wage Guide approved by the Board of Supervisors at the beginning of each calendar year under the appropriate pay scale. Employee benefits are determined annually by the Cascadia CD Board of Supervisors and currently includes 100% of premiums paid for medical/dental/vision for the employee; spouse and dependent coverage is available to the employee at 50% of the cost. Retirement is with the Washington State Public Employees Retirement system, including the Deferred Compensation Program. Employee benefits include paid sick leave (8 hours per month), annual leave (starting at 8 hours per month and increasing with length of employment), 11 paid holidays per year, and NRCS issued cell phone. All benefits are subject to change based on Board of Supervisor policies.

The Natural Resource Specialist will be supervised by NRCS staff and will be required to meet the requirements of a federal employee. This includes but is not limited to: being eligible to receive a LincPass (background check required), driving NRCS vehicles, utilizing NRCS equipment, and meeting all other basic requirements for access and use of Federal property.

**ACKNOWLEDGEMENT:** *(To be completed upon employment)*

This position description describes the essential functions and qualifications for the position. This document does not exclude the opportunity for modifications consistent with providing reasonable accommodation. This position is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

\_\_\_\_\_  
**Employee Name (print)**                      **Employee Signature**                      **Date**

\_\_\_\_\_  
**Executive Director Name (print)**                      **Executive Director Signature**                      **Date**

**Equal Opportunity Employer**

Cascadia Conservation District is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, gender orientation, veteran status, disability, or any other basis prohibited by applicable state, federal, or local laws. This policy covers all programs, services, and procedures.

**Diversity, Equity, and Inclusion**

Cascadia Conservation District is committed to providing a diverse, equitable, and inclusive workplace.

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(Employee initials)