

Sussex Conservation District
Position Description
Tax Ditch

Title: Project Manager

Department: Heavy Equipment Program

The Project Manager is responsible for working with tax ditch organizations and private landowners on conservation and maintenance issues. The position's primary focus will be to establish working relationships with the tax ditch managers throughout Sussex County and develop conservation plans that will identify short term maintenance issues along with opportunities for the implementation of best management practices (BMPs) designed to improve drainage, benefit agriculture, and improve water quality. Additionally, the Project Manager will coordinate with the District's equipment program and the tax ditch managers on the development of cost estimates and the implementation of the maintenance and BMP items contained in the conservation plans.

Core Responsibilities:

- Develop conservation plans for the tax ditches in Sussex County.
- Provide technical guidance to landowners and tax ditch managers as well as provide information about financial assistance programs which are available.
- Work closely with various governmental agencies on matters relating to tax, public, and private ditches. This includes acting as a liaison between the Sussex Conservation District, Division of Watershed Stewardship – Drainage Section, the tax ditch organizations/landowners, the County, and other governmental agencies.
- Recommend to landowners and tax ditch organizations best management practices that will enhance water quality.
- Represent SCD at tax ditch annual meetings to discuss maintenance, best management practices, programs, etc.
- Responsible for promoting the district's services to potential customers.
- Provide project estimates and work closely with the customer base and equipment manager in scheduling jobs and inspecting work, ensuring quality and efficiency.
- Ability to haul pipe and equipment occasionally.
- Order job materials as needed.

Core Competencies:

- Ability to establish and maintain effective working relationships with supervisor, other employees, officials, and the public.

- Ability to communicate effectively verbally and in writing; ability to prepare written correspondence with little supervision.
- Working knowledge of public policy as it relates to agricultural, watershed and drainage best management practices.
- Working knowledge of construction practices.
- Ability to operate transit for slope and grade determining.
- Must maintain high levels of accuracy and organizational skills.

Physical Requirements:

- Occasional daily lifting of items over 50 lbs., with or without the use of mechanical aids.
- Ability to spend all day outdoors exposed to weather and stand for long periods of time.
- This position requires the employee to work in an office environment as well as in the field. Noise levels can be loud.

Required Skills/Abilities :

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Ability to drive company vehicles with or without trailers.
- Working computer knowledge of MS office preferred.
- Strong time management and organizational skills.

Education and Experience :

- Possession of a bachelor's degree in agriculture management/planning; natural resource management/planning; or related courses of study; or
- Two-year's experience in the agricultural, natural resource, construction field; or
- Any combination of education, training and experience that provides the required knowledge, skills, and abilities.
- Valid Driver's License with a good driving record.

Supervision :

The incumbent in this position is under the direct supervision of the Equipment Program Manager.

Performance Review:

Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by the Equipment Program Manager on a yearly basis and will be discussed with you.