

**TOMPKINS COUNTY CIVIL SERVICE  
VACANCY  
Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Conservation Technician

**SALARY:** \$50,000/year

**TYPE OF EMPLOYMENT:** Full Time

**ISSUE DATE:** 03/18/26

**THE FINAL DATE TO FILE APPLICATIONS:** 03/31/26

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 04/01/26

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in hydrology, environmental science, natural resources conservation, agriculture, or a closely related field AND one (1) year full-time paid (or equivalent part-time and or volunteer) natural resources conservation experience; OR
2. Graduation from a regionally accredited or New York State registered college with an Associate's degree in hydrology, environmental science, natural resources conservation, agriculture or a closely related field AND three (3) years of full-time paid (or equivalent part-time and/or volunteer) natural resources conservation experience; OR
3. Any combination of training and experience equal to or greater than that described in (1) and (2) above.

**SPECIAL REQUIREMENTS:**

The employee must possess a valid New York State Drivers License at the time of appointment and maintain such license throughout the life of employment.

The employee must have the physical and mental capability to perform job duties safely as required of the position.

**Tompkins County is committed to Equity and Inclusion. We encourage those with similar values to apply.**

**DISTINGUISHING FEATURES OF THE CLASS:**

This position provides professional services in planning and application of soil, water, and resource conservation. The incumbent performs a variety of technical duties related to natural resource conservation on public and private lands. The employee will

work closely with, and assist other District staff personnel on projects as needed. Work is performed under the direct supervision of the Soil and Water Conservation District Manager and/or program area leader. Supervision of others is generally not required. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Conducts topographic surveys with Laser Levels and Total Station survey equipment for the design and installation of soil and water conservation projects;
- Conducts engineering surveys under the scrutiny of a certified Professional Engineer for the design and installation of soil and water conservation projects following New York State and/or Federal Natural Resource Conservation Service engineering standards, practices, and methods;
- Collects water samples and other water quality monitoring data;
- Conducts construction checks of conservation practices during and following implementation by Contractors;
- Coordinates with local and regional watershed organizations and provide technical assistance to them on water quality programs and projects;
- Provides assistance to landowners and municipalities to review conservation plans, permits and maintenance when requested;
- Assists in preparing maps, plans and specifications using Geographic Information Systems and Computer Aided Design software;
- Assists with the District's Agricultural Environmental Management (AEM) Program;
- Assists with the implementation of the District's hydro-seeding and critical area revegetation program;
- Assists with invasive species management projects;
- Assists with the implementation of the District's storm-water management program;
- Assists with the implementation of the District's soil health programs;
- Assists with the implementation of the District's agricultural assessment tax program;
- Assists with educational and outreach programs such as Envirothon, Farm City Day, Website and Facebook updates, Newsletters, etc.;
- Assists with any sales programs the District may conduct such as Fish Sales, Tree Sales, conservation supplies, etc.
- Assist in maintaining District records and reports;
- Assist in the exploration and application for grant opportunities;
- All other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles and practices of natural resource conservation;
- Working knowledge of the principles of hydrology and soil erosion;
- Working knowledge of aquatic and terrestrial plant biology as it relates to seeding, planting, managing, and eradicating on conservation projects;
- Working knowledge of water quality monitoring; both the proper techniques of sampling and data collection;
- Working knowledge of rules, regulations, and best management practices as they relate to soil and water conservation;
- Working knowledge of GIS (geographic information systems), Microsoft Word, Powerpoint and Excel;
- Working knowledge of the proper concepts, practices and methods used when inspecting various types of public works projects;
- Working knowledge of equipment, materials and tools required to complete soil and water conservation projects;
- Working knowledge of engineering surveying, including the use of various surveying equipment;
- Ability to compile data and prepare a variety of written documents;
- Ability to read and interpret topographical maps, charts, graphs and engineering designs;
- Good verbal and interpersonal skills;
- Good organizational and time management skills;
- Ability for physical exertion and lifting of up to 50 pounds;
- Ability to communicate effectively and work with landowners, watershed groups, municipal officials, and others as the need arises;
- Ability to change work focus readily and easily;
- Ability to convey enthusiasm to the public for programs of primary responsibility as well as other District Programs;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.



## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850