

## Conservation Planner – Job Description

Full-Time Position – 40hrs/week

Salary commensurate with experience

The Conservation Planner (CP) will work for O'ahu Resource Conservation and Development Council (O'ahu RC&D) under a cooperative agreement with the Natural Resource Conservation Service (NRCS) State Office. The CP will be located in the NRCS O'ahu Service Center and work directly with the O'ahu field office staff. The primary role of the CP is to provide technical assistance to agricultural enterprises on O'ahu who wish to address natural resource concerns on their properties.

### Essential Duties and Responsibilities

- Complete training in NRCS Conservation Planning and apply principles of soil and agricultural science towards the conservation priorities of farmers and ranchers.
- Prepare Conservation Plans for clients (primarily farmers and ranchers) to address their natural resource concerns in accordance with the (NRCS) Field Office Technical Guide Standards and in fulfillment of the City and County of Honolulu Grading Ordinance; assist with plan implementation and provide regular follow-up to support ongoing conservation efforts.
- Develop and maintain knowledge of county, state and federal regulations affecting soil and water conservation and ensure policies, procedures and reporting are in compliance.
- Review conservation plans with the O'ahu District Conservationist.
- Prepare monthly, quarterly, and annual work plans and activity reports, as well as project reports.
- Collect and use GPS / GIS data to produce resource maps.
- Develop good working relationships with partner organizations, including the O'ahu Soil and Water Conservation Districts; maintain appropriate rapport with internal and external customers.
- Inform supervisor of difficult and/or controversial issues and unique problems in a timely manner.
- Perform all duties in a safe manner; complete mandated training, including Privacy Training and Cyber Security; assist in development of a self-development program, and actively pursue training to develop skills.
- Perform other duties as requested and assist with projects and grant opportunities that support O'ahu RC&D and its mission.
- May be required to work overtime, on week-ends and holidays as requested by supervisor.

### Desired Qualifications

- BS or MS in natural resources, environmental or agricultural science, and 2 or more years of field experience in Hawai'i.
- Demonstrated proficiency with map orientation and interpretation, GIS mapping and data management, GPS and field marking and associated software applications.
- Knowledge of local agricultural practices.
- Strong project management skills, including record-keeping and competency balancing multiple clients/projects simultaneously.
- Ability to write and present professionally in front of small and large groups.

- Outstanding people skills and ability to work collaboratively with partner agencies, colleagues and clients.
- Effective communicator and competence with basic computer programs (i.e. email, Word, Excel, PowerPoint, etc.).
- Comfortable working in a respectful and relaxed manner with a wide variety of people and diverse local communities.

**Special Requirements of the Position:** This employee will be required to meet with customers at locations outside the office. Many of the duties are performed in the field and require some bending, stooping, and lifting (less than 50 pounds). A portion of the duties are performed in an office setting. The employee must have a current valid driver's license.

**To Apply:**

Submit a complete application packet, including a cover letter, resume and three professional references, as a single PDF email attachment to [admin@oahurcd.org](mailto:admin@oahurcd.org) by 11:59 PM, Thursday, April 15<sup>th</sup>, 2021. Include your last name and the job title you're applying for in the subject line.