



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **NUTRIENT MANAGEMENT SPECIALIST**  
Jurisdictional Class: Competitive  
Civil Division: Soil & Water  
Adoption: CSM 4/13/94  
Revised: CSM

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the County Soil and Water Conservation District and involves responsibility to perform technical activities related to nutrient management conservation practices on privately owned land and for conducting field surveys, design, and supervision of related conservation projects. Work is performed under the general supervision of the Executive Director with leeway allowed for exercise of independent judgment. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Completes surveys and design of soil and nutrient conservation projects;  
Prepares maps and specifications for conservation projects;  
Collects data for the purpose of design and cost estimation of nutrient management projects;  
Reviews plans and offers advice to landowners concerning nutrient management when conservation practices need installation and/or maintenance;  
Completes field layout for nutrient management conservation projects;  
Incorporates nutrient management plans into the conservation plans as prepared by the Conservation District;  
Assists landowners with the interpretation of the nutrient management plans;  
Conducts annual follow-up review to help farmers keep nutrient management plans current;  
Assists farmers in collecting manure and soil samples properly and prepares nutrient management plans to incorporate their use in day-to-day operations;  
Promotes the concept of nutrient management planning by speaking to groups of concerned citizens;  
Maintains records and prepares reports related to the work.

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

Working knowledge of the principles and practices of agribusiness;  
Working knowledge of materials and procedures used in the construction of drainage systems, ponds, forest plantings, and other conservation projects related to nutrient management;  
Working knowledge of the principles of agronomy and agrology;  
Working knowledge of mathematics including geometry and trigonometry;  
Working knowledge of engineering surveying;  
Ability to get along well with others;  
Ability to read and interpret maps and surveying documents;  
Ability to understand and carry out written and oral instructions;  
Manual dexterity;  
Mechanical aptitude;  
Accuracy.

**MINIMUM QUALIFICATIONS:**

EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Science, Environmental Systems, Environmental Studies, Soil Science, Soil and Water Science, Soil Conservation, or related field; OR
  
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Science, Environmental Systems, Environmental Control Technology, Environmental Technology, Environmental Studies, Soil Science Technology, Soil and Water Science, Soil Conservation, or related field AND 2 years of experience involving responsibility to develop nutrient and soils management plans and procedures designed to protect a municipal watershed; OR
  
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.