



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

**JOB SPECIFICATION**

Civil Service Title: **Watershed Specialist**  
Jurisdictional Class: Competitive  
Civil Division: Soil & Water Conservation District  
Adoption: CSM 12/11/13  
Revised: CSM 2/13/14

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**DISTINGUISHING FEATURES OF THE CLASS:**

The Watershed Specialist position exists at the Soil & Water Conservation District and performs duties both in the field and within the office under the supervision of the Watershed Inspection Committee and the Executive Director, Soil & Water Conservation District as required. The incumbent supervises Watershed Inspectors and Assistant Watershed Inspectors.

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

Patrols properties (residential, commercial, agricultural, and municipal) within the Owasco Lake watershed, its shoreline and tributaries by vehicle or foot to detect violations of existing codes, rules and regulations or situations that environmentally impact the water quality within the watershed;  
Coordinates outreach activities that will distribute watershed data to the public and communicates with and prepares reports for agencies such as, but not limited to, foundations, state agencies, local health officials, water purveyors, zoning officials, municipal boards, NYS Department of Environmental Conservation, Soil and Water Districts, watershed associations, and residents regarding watershed and sanitary code rules and regulations, existing violations or situations that may impact the watershed;  
Supervises the activities of and trains Watershed Inspectors and Assistant Watershed Inspectors;  
Researches, writes, and manages grant proposals to fund watershed inspection activities and projects;  
Develops programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies and organizations;  
Works with the Watershed Inspection Committee to implement its mission and the Owasco Lake Management Plan and reports to the monthly meeting of the Watershed Inspection Committee, the Owasco Lake Watershed Management Council or other agencies such as water purveyors as requested;  
Encourages agencies and landowners to cooperate in watershed initiatives and informs them of the technical resources and funding opportunities that are available;  
Prepares and submits daily reports of inspection activities and reports any violation to the Watershed Inspection Committee;  
Attends training/seminars in areas that will improve ability to carry out duties;  
Conducts regular and follow-up inspections of active construction sites within the watershed and provides assistance to municipalities regarding stormwater regulations;  
Develops resource inventories, land use information and available water quality assessments to identify existing and potential sources of point and non-point source pollution;  
Collects a variety of water and/or soil samples for analysis relating to watershed conditions and performs field testing using a variety of equipment;

Maintains records, completes inspection reports and enters and retrieves electronic data related to the work;

Develops seasonal and annual work plans and reviews with the Watershed Inspection Committee;

Performs other related work as needed or assigned by the Watershed Inspection Committee.

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

Working knowledge of watershed issues, non-point source pollution remediation strategies and watershed management;

Ability to understand and interpret watershed rules and regulations, local sanitary codes, stormwater regulations and other environmental laws and regulations that relate to the water quality;

Ability to train and supervise the work of others;

Ability to work independently, establish work priorities and manage time effectively;

Ability to traverse difficult terrain;

Ability to work effectively with individuals, groups and units of government;

Ability to work some irregular work hours including evenings and weekends as required;

Excellent writing, presentation and public relation skills;

Proficiency in the use of required computer applications;

Understanding of geographic information system (GIS) and their use in watershed management.

**MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Environmental, Physical or Biological Science, Planning, Natural Resource Management or directly related field PLUS two (2) years of experience in a related field; OR

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental, Physical or Biological Science, Planning, Natural Resource Management or directly related field PLUS four (4) years of experience in a related field; OR

(C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including a minimum of 12 semester credit hours in Environmental, Physical or Biological Science, Planning, Natural Resource Management or directly related field PLUS six (6) years of experience in a related field.

**SPECIAL REQUIREMENT(S):**

Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner and will require employees to possess a current valid New York State Motor Vehicle Operator's License.