

ENVIRONMENTAL RESOURCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for researching, performing field work, collecting data, analyzing data and generating reports or study documents or otherwise overseeing the preparation of such reports or studies for various projects concerning matters of significant environmental importance to the County. The employee in this class also serves as a source of information on environmental matters. Additionally, the incumbent will perform some clerical and administrative duties in connection with the handling of the daily functions of the Ulster County Department of the Environment as well as correspondence and inquiries of the Ulster County Environmental Management Council. The work is performed under the general supervision of the Director of the Department of the Environment. Supervision may be exercised over the work of interns and youth workers. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Manages environmental programs and projects as directed;

Gathers data, information and documentation regarding historic sites land use, hydrology, geology, soils, vegetation, wildlife habitats and other natural resources;

Compiles data and creates and maintains GIS (geographic information system) datasets and creates GIS maps in support of projects;

Conducts field investigations to assist in natural resource identification and related infrastructure monitoring, and collects data using GPS units;

Develops and maintains GIS based systems for managing datasets and creating open public access to data in support of environmental programs and projects;

Prepares and presents reports and oral presentations as directed;

Prepares and presents training on environmental programs to Ulster County, municipal staff and other relevant stakeholders;

Represents Ulster County at community stakeholder and municipal meetings;

Prepares and types a variety of correspondence on environmental matters;

Coordinates the exchange of information between the Ulster County Department of the Environment, the Ulster County Environmental Management Council, the Ulster County Water Quality Coordinating Committee, and other councils and agencies;

Facilitates environmental committee, council and agency meetings as directed;

Performs such clerical work as requires familiarity with environmental engineering practices;

Performs a variety of clerical tasks in connection with the day to day operation of the Ulster County Department of the Environment and any correspondence and inquiries to the Ulster County Environmental Management Council.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, purposes and techniques used in environmental and natural resources planning and conservation management; working knowledge of the methods and techniques of collection and interpretation of data; ability to prepare and generate reports; ability to create GIS maps; ability to collect field data using GPS units; ability to manage GIS systems for data analysis and public access; ability to present ideas clearly and effectively both orally and in writing; initiative; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or related field; **OR**
- B. Possession of an Associate's Degree in Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Science or related field and two (2) years of full-time paid, or its' part-time equivalent, experience in environmental resource research and identification, environmental planning, or similar experience; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY
3020 ENV RES TE
Classification: Competitive
Grade: 14
Union: CSEA

Adopted: February 23, 1979
Revised: February 19, 1988
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