

PLEASE POST !!!

## OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**10 RESOURCE CONSERVATION SPECIALIST – CONSERVATION DISTRICT**  
**\$54,912/yr - 40hrs/wk**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 01/16/2026

REMOVE: OPEN UNTIL FILLED

## MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: RESOURCE CONSERVATION SPECIALIST**

**FLSA: Exempt**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform enforcement of and education regarding environmental rules and regulations to County entities and residents.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Conducts site inspections for compliance with environmental rules and regulations, such as watershed quality and maintenance, agricultural land easement purchases, dirt and gravel road maintenance, etc.; identifies code violations and initiates any actions necessary to correct deviations or violations; reviews and processes related permits;

Assists municipalities with the interpretation of and updates to local, state or federal environmental rules and regulations; develops reviews or makes recommendations regarding proposed and existing rules and regulations and compliance;

Assists municipalities or individual land owners in developing and implementing conservation plans; provides guidance and instruction regarding best management practices; assists with complex/problem situations, and provides technical expertise.

Provides a variety of educational programs and events regarding environmental issues to watershed groups, elementary school students, teachers, land owners, colleges and universities, homeowner's associations, libraries, community organizations, or others as requested; develops and implements activities, displays, exhibits, newsletter articles, brochures, website content, etc.; makes presentations and provides interviews as requested.

Assists a variety of local, state and federal agencies with studies and educational resources; assists with data collection and volunteer recruitment.

Secures funding for environmental projects, workshops and other educational activities; searches and applies for grants; compiles and submits applications; monitors funding; maintains all related documentation.

Participates in a variety of related committees and boards; attends meetings; provides information and makes recommendations regarding environmental issues.

Prepares or completes various forms, reports, grant applications, model ordinances, and correspondence, meeting agendas, training materials, newsletter articles, brochures, flyers, press releases, and participant evaluation forms, charts, permitting information, maps, project agreements, inspection reports, graphs or other documents.

Receives various forms, reports, correspondence, ordinances, grant applications, petitions, permits, plans, complaint forms, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, elected officials, students, land owners, community organizations, engineers, developers, the public, local, state and federal agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures; maintains an awareness of new procedures, trends and advances in the profession; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in biology, environmental resource management, or related field; supplemented by three (3) years of experience in watershed management, land use planning, environmental education, construction inspection or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Pennsylvania driver's license. May be required to obtain and maintain certifications in CPR and First Aid.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, bright/dim lights, toxic agents, animal/wildlife attacks, animal/human bites, water hazards, disease, pathogenic substances, or rude/irate customers.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.