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### **Snohomish Conservation District**

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### **Skagit Conservation District**

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## **Skagit and Snohomish Conservation Districts Engineer-In-Training Full time position**

### **Purpose:**

This position involves the application of engineering principles to protect and enhance natural resources primarily within Skagit and Snohomish Conservation Districts and under the supervision of a Professional Engineer. The position could be based out of either office, which will be discussed during interviews.

### **Qualifications:**

The desired level of education is a 4-year engineering degree, though a 2- or 4-year degree in agriculture, agronomy, natural resource management, environmental science, or a closely related field may be acceptable if combined with additional relevant technical experience. Also beneficial is experience in surveying, CAD, project management, construction monitoring, successfully navigating city and/or county codes, and working with private landowners to protect and enhance natural resources and agriculture. Experience designing projects to meet Natural Resources Conservation Service (NRCS) standards and specifications is desirable.

### **Position Description:**

The Engineer-In-Training will assist conservation district planners and engineers in the field and in the office. This position will directly support the work of staff at Skagit and Snohomish Conservation Districts. Professional Engineers in each of these two offices provide engineering support to multiple nearby conservation districts, so tasks may extend into surrounding conservation districts within the greater Puget Sound area. This position will aid conservation district staff to develop project designs and work with landowners to implement various projects. Funding for this position is currently provided by a grant awarded to Snohomish Conservation District for the purpose of implementing Best Management Practices (BMPs) on private properties.

**Duties:**

The primary responsibility for this position is to prepare project designs that meet NRCS funding and technical criteria. The measurement of success is completed work products, including project site assessments, designs, permit applications, and installed BMPs. The BMPs typically address resource concerns that include water quality problems, erosion, degraded salmon and wildlife habitat, and meet all appropriate standards and specifications, while meeting the landowner's goals. The chosen person will be responsible to manage project workload and deadlines, keep lines of communication open with their supervisor and fellow staff, and provide regular status updates. NRCS standards and specifications provide the technical backbone for BMPs implemented through their cost share programs. This position will support staff with various program requirements, including assembling designs, NRCS standards and specifications, documenting design calculations, and inspecting construction activities for regulatory and program compliance.

Duties include, but are not limited to the following:

- A. Conduct field investigations and surveys and assemble data needed in the design of conservation practices for structural and non-structural solutions to problems with water quality, erosion, drainage, fish and wildlife habitat, flooding and threats to agriculture.
- B. Develop designs that meet objectives of the landowner and improve natural resources.
- C. Provide support to farm planners to design and implement BMPs identified in farm plans.
- D. Provide technical assistance in the field with the use of surveying equipment, spreadsheets, modeling software, manual calculations, and field sketches. Prepare GIS maps, CAD drawings, and permit applications.
- E. Assist professional engineers in preparing preliminary designs, final designs, construction drawings, construction standards and specifications, and construction records for BMPs of varying complexity. Assist with lay out work for construction, inspect work under construction, and provide necessary interpretations of the drawings and specifications needed to determine conformance with the design, standards, specifications, and permits.
- F. Coordinate with other staff to respond to project inquiries from regulators and others.
- G. Assist staff in creating educational materials for land users and organizations.
- H. Support staff in developing landowner agreements, tracking budgets, reviewing reimbursement requests, and following cost-share guidelines.
- I. Prepare documents to support new project applications and track existing projects.
- J. Attend conservation district staff and board meetings and other local, area and state meetings as needed. Attend training sessions and workshops, mainly to improve your understanding of NRCS Field Office Technical Guides (FOTG).
- K. Serve as an incidental motor vehicle operator, requiring operation of a motor vehicle on both public and private roads during daylight and occasionally after dark. A valid WA State driver's license is required.

- L. Provide project-level information to staff for entry in to the Washington State Conservation Commission database and prepare reports on activities, including progress toward project goals.
- M. Other duties as assigned.

**Skills, Knowledge, and Abilities:**

This position requires a solid understanding of engineering in the context of agriculture and natural resource management. Experience is desirable in field inventories and assessments, design, project management, construction inspections, topographic surveys, geotechnical assessments, construction staking, and permitting. We are looking for someone with a combination of education and experience that possesses and can further develop these qualities:

- A. Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices to apply and install conservation systems in a variety of settings.
- B. Knowledge and skill in topographic surveying.
- C. Experience in categorizing soils using the Unified Classification System.
- D. Knowledge of CAD and GIS software for mapping, data collection, creating exhibits for plans and presentations, and creating designs.
- E. Knowledge and experience in applying engineering principles to improve natural resources and ecosystem processes.
- F. Knowledge of NRCS guidance, including Field Office Technical Guide, engineering design processes, technical standards, and specifications, to investigate, plan, and design BMPs.
- G. Ability to assist staff to motivate landowners to adopt and implement BMPs on their properties. This may include presenting to public groups, students, organizations, or clubs.
- H. Knowledge and skills in Microsoft Office products, database entry, email, and calendar software.
- I. Ability to safely operate a motor vehicle.
- J. Ability to work in the field on various terrains and under various conditions.
- K. Ability to work alone or closely with others in the field or in a public office environment.
- L. Ability to organize and plan own schedule of activities related to requests from staff and management.
- M. Ability to maintain accurate records regarding time-keeping and authorized expenses.

**Training and Evaluation:**

Goals and performance standards will be developed early on to assist in evaluating work performance and work products.

**Compensation and Benefits:**

This position is funded for one year. Position may be extended as funding allows. Salary range is \$4,100 – \$5,200 monthly depending on qualifications. The districts offer a comprehensive benefits package which includes paid holidays and leave time, low premium medical, dental, life and LTD insurance through Washington State PEBB, and participation in the State of Washington Retirement System (PERS).

**To Apply:**

Applicants will be subject to a background check. Applicants must provide a cover letter, a resume, and three professional references.

Please send application materials in pdf format to: Sarah Jones at [sjones@snohomishcd.org](mailto:sjones@snohomishcd.org)

Priority will be given to applications received by **8:00 am, September 21, 2020**

For all inquiries, please contact [sjones@snohomishcd.org](mailto:sjones@snohomishcd.org).

Skagit and Snohomish Conservation Districts are equal opportunity employers. All programs and services are offered on a nondiscriminatory basis, without regard to race, color, national origin, religion, sex, marital status or disability.