

**Northern Virginia Soil and Water Conservation District**  
**Urban Conservation Specialist I – Local Stormwater Funding Assistance Program**



## Overview

The Urban Conservation Specialist I (UCS-I) provides technical and administrative support for the Local Stormwater Funding Assistance Program (LSFAP) – a partnership program between the Northern Virginia Soil and Water Conservation District (NVSWCD) and the Fairfax County Department of Public Works and Environmental Services (DPWES).

LSFAP is a three-component partnership program consisting of:

- The Flood Mitigation Assistance Program (FMAP), which provides grants for the installation of flood mitigation practices on private property;
- The Private Stormwater Management Facility Maintenance Grant Program (PriSMM), which offers grants for the restoration, improvement, and repair of existing privately-maintained stormwater Best Management Practices (BMPs); and
- The Erosion and Sediment Control Funding Assistance Program (ESFAP), which reimburses landowners for stabilizing lengths of eroding stream banks within a private property.

Under the supervision of NVSWCD's Soil Scientist, who serves as the staff coordinator of LSFAP, and the Executive Director (ED), the UCS-I will be involved in the implementation of all aspects of the three funding assistance programs. The UCS-I will promote the programs to potential applicants, answer questions, and offer technical consultations to help applicants determine the most effective types of flood mitigation (for FMAP), BMP maintenance (for PriSMM), or streambank stabilization (ESFAP) for their properties. Upon receipt of an application to the programs, the UCS-I will lead the administrative process to record, review, revise and approve the application, and submit completed documentation to the Operations Manager for reimbursement of successful applicants. The UCS-I will also participate in meetings related to the three programs and provide updates and reports to Fairfax County partners and NVSWCD's Board of Directors.

The FMAP and PriSMM programs will be accepting applications on July 1<sup>st</sup>, 2024. The FMAP program will serve a wide portion of the public with varying levels of knowledge about flood mitigation. As such, the UCS-I will, upon request of an applicant, provide technical advice to help them choose the flood mitigation technique that would work best on their property. FMAP projects will range greatly in scale and expense, from simple window well covers to complex yard drainage projects. The pool of applicants for the PriSMM program will consist of owners/managers of properties with BMPs that have been inspected and vetted by DPWES prior to being referred to PriSMM. While NVSWCD's role in the program will be more administrative, the UCS-I will still provide technical advice to PriSMM applicants to help them determine the best way to improve the functioning of their BMP. As such, the UCS-I should have a general knowledge of flood prevention, stormwater management, and drainage and erosion control.

The ESFAP program is estimated to begin, at the earliest, on July 1<sup>st</sup>, 2025. The program is still in its planning stages. The UCS-I will participate in any coordination meetings between NVSWCD and DPWES that will shape the program's policies, procedures, and partner responsibilities. When the program starts accepting applicants, the UCS-I will process and review applications, communicate with applicants, and provide limited technical assistance to property owners.

The UCS-I will also be a part of NVSWCD's technical team, which provides general erosion and drainage advice to Fairfax County residents, and assists with other NVSWCD programs at the request of the ED.

## **Duties and Responsibilities**

### **LSFAP Programs (80% of work hours)**

- Advises applicants on the best ways to improve erosion control, flood resiliency or BMP performance on their properties.
- Maintains database of grant beneficiaries, project locations, project status, and grant costs.
- Receives and reviews grant applications, works with applicants to correct deficiencies, and coordinates with NVSWCD's Operations Manager to provide reimbursement.
- Provides requested information in response to inquiries from the public and government agencies.
- Works with NVSWCD's communications team to market the program and update webpages.
- Coordinates and conducts project inspections, as needed.
- Provides work reports to NVSWCD's staff, Board of Directors, and DPWES.
- Assists with planning of meetings and events.
- Monitors and evaluates LSFAP outcomes.

### **Other Duties (20% of work hours)**

- Assists NVSWCD's Technical team in providing general erosion and drainage consultations to Fairfax County residents.
- Participates in NVSWCD meetings, events, and programs outside of the LSFAP grant programs.
- Assists other NVSWCD staff members with their programs when requested, including during events such as the NVSWCD annual native seedling sale, workshops, and other outreach and education events.

## **Knowledge, Skills, and Abilities**

- Detail oriented and organized. Must keep track of multiple projects occurring at the same time, maintain complete records, and complete tasks on time.
- Excellent communication and presentation skills, both written and oral. Ability to communicate and coordinate with contractors, NVSWCD staff and Board, program partners, and the public.
- Knowledge of general flood mitigation, drainage, and erosion practices. Knowledge of stormwater BMPs; ability to identify indicators of poor BMP functionality.
- Ability to read and interpret maps and contour lines.
- Ability to create Maps using GIS software.
- Knowledge of Microsoft Office products, including Word and Excel.
- Skilled in developing and maintaining spreadsheets and databases.
- Ability to conduct basic field assessments and track details.
- Ability to work independently and as an effective team member.

## **Education and Experience**

- An associate or bachelor's degree from an accredited college or university, preferably with an engineering, environmental science/planning, natural resources background, or other related area of study; *or* a combination of education (high school diploma or higher) and professional experience that provides the necessary knowledge, skills, and ability to perform the duties of the position.
- A conservation ethos and/or an understanding and appreciation of environmental and conservation matters.

## Physical Conditions and Nature of Work

- Work will be roughly 50% computer-based, 50% in-field. This position will be eligible for hybrid work after the initial training period.
- Frequent site visits which may include extended periods of standing, walking, and traversing rough and uneven terrain (including hilly and/or wooded sites). Must be able to work in varying weather conditions.
- May require occasional evening or weekend work to participate in meetings and meet specific deadlines.
- Must be able to lift up to 40 pounds.
- Use of a personal vehicle may be necessary; mileage is reimbursed at the federal rate. Must hold a valid driver's license.
- Must pass criminal background check to the satisfaction of the employer.

## Terms & Compensation

This is a full time (40 hour per week) salary position which offers health insurance, retirement plan and contribution, and leave benefits. The UCS-I will be paid every other week with staff payroll. Taxes will be withheld. The salary range for this position is \$45,000-52,000 to be commensurate with the candidate's knowledge and experience.

## How to Apply

Interested applicants should email their resume, cover letter, and contact information for two references to [conservationdistrict@fairfaxcounty.gov](mailto:conservationdistrict@fairfaxcounty.gov) by Sunday, May 26<sup>th</sup>, 2024.

If you meet 75% or more of our selection criteria, we strongly encourage you to apply for this position. We are committed to hiring a UCS-1 with the right mix of experience (traditional and nontraditional), passion and commitment for our work, and the ability to grow with us. Persons of color, women, persons with disabilities, LGBTQ+ persons, and other members of historically underserved and underrepresented communities are strongly encouraged to apply.

## About NVSWCD

The Northern Virginia Soil and Water Conservation District is a political subdivision of the Commonwealth of Virginia. Its boundaries are the same as those of Fairfax County, home to nearly one million people. Founded in 1945 by citizens concerned about conserving natural resources, NVSWCD is now one of 47 conservation districts in Virginia and approximately 3,000 nationwide. The agency is governed by a five-member Board of Directors who employ thirteen staff to carry out the organization's technical and educational programs.

The agency's goal is to promote clean streams and protect natural resources. We achieve this through effective leadership, technical assistance, and outreach programs in collaboration with government, industry, and the public.

NVSWCD is not a regulatory agency. Instead, the agency provides conservation information, technical services, educational programs, and volunteer opportunities to residents on many aspects of water quality, nonpoint source pollution, and stream health. We also connect residents with environmental initiatives and opportunities through our *Watershed Calendar* newsletter.

The Northern Virginia Soil and Water Conservation District is an equal opportunity/affirmative action employer. Its programs, activities, and employment opportunities are available to all people regardless of race, color, religion, sexual orientation, marital status, sex, age, military status, pregnancy/childbirth or related medical conditions, national origin, political affiliation, gender identity and expression, and disability.

**Northern Virginia Soil and Water Conservation District**  
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