



## **Onondaga County Soil & Water Conservation District**

6680 Onondaga Lake Parkway, Liverpool, New York 13088  
phone: 315-457-0325 • fax: 315-457-0410 • e-mail: info@ocswcd.org  
website: www.ocswcd.org

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# **Summer Position Available**

## **3-Month Emerald Ash Borer Program Assistant**

**Location:** Onondaga County Soil & Water Conservation District  
6680 Onondaga Lake Parkway  
Liverpool, NY 13088

**General Statement of Duties:**

Provide support for the Onondaga County Ash Tree Management Strategy administered by the Onondaga County Soil & Water Conservation District (OC SWCD). The assistant will perform a variety of duties but will primarily be assisting with the planning, design, and implementation of the emerald ash borer (EAB) program.

**Typical Work Activities:**

- Assisting with pesticide application including but not limited to tree injections for EAB treatment
- Marking ash trees for removal in County Parks and County Road right-of-ways
- Maintaining Park trees including watering, stake removal, pruning, diagnostics
- Installation of educational signage
- Assisting with tree risk assessments
- Utilize computer programs/apps such as ArcPro, ArcMap, Survey123, Google Earth, OnX
- Utilize various handheld GPS units, tablets, and survey equipment
- Maintain daily field journal with required information
- Assist in maintaining records and preparing reports
- May assist with the planning, design, and implementation of agricultural best management practices (BMPs)
- May assist with stream surveys and culvert assessments
- May assist with hydroseeding
- May assist with water chestnut hand pulling
- Attend NYS 4-hour erosion and sedimentation course
- Perform other duties as assigned

## **Performance Knowledge, Skills, Abilities, and Personal Characteristics:**

- Ability to perform daily work assignments safely including operating UTVs, trucks, trailers, etc.
- Ability to work alone and within a team
- Working knowledge of the principals of forest ecosystems and arboriculture
- Ability to read and interpret maps and aerial photos
- Good interpersonal and organizational skills
- Ability to perform basic mechanical tasks such as using hammers, wrenches, cordless drills
- Working knowledge of basic field measurements
- Ability to communicate efficiently and effectively
- Basic knowledge of ArcPro utilization
- Ability to utilize MS office software efficiently and effectively
- Boater's safety course a plus

## **Minimum Qualifications:**

- Must be able to properly identify and measure common tree species in Central New York.
- Must pass a pre-employment physical, lift and carry 50 pounds, walk 6 miles per day in rough terrain, and work in all weather conditions.
- Possession of a valid driver's license at the time of appointment and throughout employment with 3 years of driving experience as a licensed driver.
- Preference to candidates with a NYS DEC Pesticide Technician or Applicators License in category 3A or the ability to obtain one by June 1<sup>st</sup>, 2025. License to be obtained on your own.

## **Availability and Salary:**

This position will be from 8 AM to 4:30 PM Monday-Friday, up to 40 hours a week. Work schedule may be flexible. Pay schedule is bi-weekly. This is a 10-12 week position depending on workload and candidate's schedule. Candidates may start as soon as May 19, 2025.

Hourly rate commensurate with experience. Typical pay is \$18/hr. \$1/hr salary increase upon obtaining NYS DEC Pesticide Technician or Applicator License in category 3a.

## **To Apply:**

Send resume and cover letter to:

Personnel Committee – EAB/HWA Assistant  
Onondaga County Soil & Water Conservation District  
6680 Onondaga Lake Parkway  
Liverpool, NY 13088

All materials must be received to the District office by **1:00 p.m. on March 5th, 2025** via email, mail, or dropped off. Please visit [www.ocswcd.org](http://www.ocswcd.org) for additional information about the District and its programs.

**The Onondaga County Soil & Water Conservation District prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status.**