KENTUCKY CONSERVATION PARTNERSHIP – WATERSHED SPECIALIST (FULL TIME - 4 YEAR AGREEMENT)	
Location	LEXINGTON, KY
Address	Kentucky State Office of NRCS
Position Highlights	The Kentucky Association of Conservation Districts (KACD) is seeking a Watershed Specialist to support watershed operations and Public Law 83-566 (PL-566) programs across the Commonwealth. This four-year term position will work in close collaboration with USDA Natural Resources Conservation Service (NRCS) - Kentucky Engineering Division staff, local conservation districts, watershed conservancy districts, and project sponsors to assist in the planning, development, and implementation of watershed projects. The assigned duty station for this position is the NRCS Kentucky State Office in Lexington. A hybrid schedule, including both office presence and telework, may be authorized with approval from KACD and NRCS. This is a Full-Time 4 Year Position and 100% Federally Funded.
Duties & Responsibilities	Duties & Responsibilities: The Watershed Specialist will provide technical, coordination, and program support for watershed operations and PL-566 activities. Responsibilities include, but are not limited to: • Assist NRCS Engineering Division staff with watershed planning, assessments, and project development under PL-566 • Coordinate with local conservation districts and watershed conservancy districts on project documentation, sponsor requirements, timelines, and deliverables. • Support preparation and review of watershed plans, project agreements, environmental compliance documents, and engineering feasibility materials. • Assist with data collection, field evaluations, and site visits for watershed structures and proposed project areas. • Maintain records, track milestones, and support reporting requirements for federal watershed programs.

	• Provide logistical and administrative support for public meetings, sponsor coordination sessions, and stakeholder engagement activities. • Ensure adherence to NRCS technical standards, program policy, and federal requirements. • Support training and outreach related to watershed program implementation. • Participate in regular coordination meetings with NRCS Engineering Division staff and project partners. • Support and assist with watershed dam operation and maintenance issues, including inspections, corrective action plans, emergency action plans, and hazard potential classification. • Perform other duties as assigned in support of PL-566 watershed operations. • When appropriate, represent the Kentucky Conservation Partnership in meetings. • Regularly participates in KACD meetings (virtual and in-person) • Additional duties may be assigned. Knowledge, skills and abilities: • Understanding of natural resource conservation, watershed hydrology, elements of civil engineering related to erosion and flooding control, and related environmental fields. • Ability to interpret and communicate technical concepts to diverse audiences. • Strong organizational skills and attention to detail. • Ability to collaborate effectively with federal, state, and local partners. • Proficiency with MS Office Suite; familiarity with GIS or engineering tools is beneficial. • Strong written and verbal communication skills.
Minimum Qualifications	• Bachelor's degree in natural resources, engineering, environmental science, or related field
Preferred Qualifications	• Experience with NRCS watershed programs, PL-566, or similar project-based federal programs. • Familiarity with watershed planning or engineering documentation processes • Experience coordinating with multiple partners, agencies, or stakeholder groups. • Experience facilitating meetings or public outreach
Full Time/Part Time	Full Time
Number of Hours Worked per Week	40

Work Calendar	Fiscal
Probationary Period	An Evaluation Team consisting of designated KACD and NRCS staff will conduct a formal performance review at the four-month mark to confirm the employee's fit for the position and alignment with the program's needs. Continuation of the position beyond the initial term will be based on demonstrated progress and meeting established expectations. The position may be discontinued if performance expectations are not met or if there are other justified reasons related to the employee's ability to fulfill the role.
Job Category	Natural Resources – Watershed Management
Benefits Eligible	Health Insurance: Employer-funded QSEHRA to assist with individual health insurance premiums. Retirement: Employer matching contribution of up to 5% of eligible compensation following successful completion of the probationary period.
Rate of Pay	$25.00-$37.00 per hour
Compensation Guidance	Several factors when extending an offer, including but not limited to, the role and associated responsibilities, a candidate's work experience, education/training, and key skills.
Type of criminal background check required:	Name-based criminal background check (non-security sensitive)
Target Hire Date	1/2/2027
Contact Information for Candidates	Crystal Renfro, KACD Executive Director Crystal.Renfro.KACD@outlook.com
Open Date	10/6/2026
Documents Needed to Apply	Resume, Cover Letter, Transcript verifying educational requirement
Closing Date	10/30/2026