



POSITION ANNOUNCEMENT & JOB DESCRIPTION
WABASHA SOIL & WATER CONSERVATION DISTRICT

Job Title:	District Technician II	Job Category:	Natural Resource Management
Department/Group:	Wabasha Soil & Water Conservation District (SWCD)	Job Hours:	40 hours per week. Times may vary, as required.
Location:	611 Broadway Ave., Suite 10 Wabasha, MN 55981	Travel Required:	Travel within County required and limited within State travel
Level/Salary Range:	\$17.33 - \$24.27/hour based on qualifications and experience. Comprehensive Benefit Package	Position Type:	Full-Time
HR Contact:	Terri Peters	Date posted:	August 22, 2017
Will Train Applicant(s):	Experience Required	Posting Expires:	Open Until Filled
External posting URL:	www.wabashaswcd.com		
<p>Complete Applications Accepted By: Until Filled by mail, e-mail, or in person at the SWCD office. Package should include cover letter, resume, professional references, and completed application and questionnaire. Include any TAA and/or certifications if applicable. Call the SWCD office with any questions (651) 565-4673</p>			
<p>E-MAIL: Terri.Peters@mn.nacdnet.net Subject Line: District Technician Position Attention: Terri Peters</p>		<p>MAIL: Terri Peters Wabasha Soil & Water Conservation District 611 Broadway Ave., Suite 10 Wabasha, MN 55981</p>	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Under the supervision of the District Manager, the District Technician is a full time, technical position that is responsible for providing technical assistance, including the survey, design, and installation of best management practices under the policies established by the Wabasha Soil and Water Conservation District. Other responsibilities of the position will include carrying out the duties of the Wabasha County Water Plan, providing education and outreach for the Wabasha Soil and Water Conservation District to citizens, and the promotion of conservation best management practices as stated in the Mission, and the Vision of the Wabasha Soil and Water Conservation District through newspapers, newsletters, workshops, field days, school presentations, social media, and other innovative means. Additional duties include the Buffer Initiative Program and the Minnesota Ag Water Quality Certification Program, and carrying out any special projects under other programs as assigned.</p> <ul style="list-style-type: none"> • Will work with private landowners to evaluate resource concerns. • Will conduct site investigations and inventories on private lands and make technical and financial recommendations for best management practices (BMPs) and various local, state, and federal conservation programs. • Will conduct survey, design, layout and inspections of best management practices. • Will use ESRI's ArcGIS software to prepare plans and designs. Toolkit will be used for planning on federal programs and projects. 			



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- Will administer contracts with landowners according to Wabasha SWCD, BWSR, NRCS, or other program policies.
- Will track time and costs to jobs/programs and keep up to date on funding sources available.
- Will manage projects within the required guidelines, timelines, and deadlines.
- Will work with some ecological, vegetative, and forestry related practices.
- Will work on feedlot best management practices.
- Will perform duties of the Reinvest in Minnesota (RIM) program including, but not limited to, landowner contact and applications, easement acquisition, practice implementation, and program compliance.
- May provide technical assistance for the implementation of the Minnesota Wetland Conservation Act.
- Will attend meetings and professionally represents the SWCD at various meetings as directed by the District Manager
- Will assist as a team member performing duties associated with reporting and grant writing.
- Will maintain landowner files and records associated with overall land use practices and ongoing projects.
- Will work cooperatively with state, federal, and local agencies, boards and organizations in promoting conservation programs and accomplishing goals and objectives of established plans.
- May present information about conservation programs to local groups, school groups, civic groups, and other organizations.
- Will perform duties of a similar nature as needs arise and as they are assigned.

EDUCATION

- Requires minimum of an Associate's degree (A.A.), or equivalent, from a two-year college or technical school; or an equivalent combination of education and experience and one (1) year of full time paid experience in similar field.

-OR-

A BA in agricultural science or related field from an accredited school

-OR-

The combination of education and experience equivalent to three (3) years of paid work in a position similar to a Conservation Technician

REQUIRED KNOWLEDGE (POSITION REQUIREMENTS AT ENTRY)

- Working knowledge of technical engineering survey and design methods, techniques, principles, and procedures.
- Knowledge of ecological best management practice (buffers, native plantings)
- Use of computer software, including Microsoft Office Suite
- Working knowledge of ArcGIS mapping software.

DESIRED KNOWLEDGE

- Computer aided engineering tools such as AutoCad
- Experience dealing with farming and livestock operations.
- Knowledge of SWCD and NRCS programs and eligibility requirements.

SKILL REQUIREMENTS (REQUIRED AT ENTRY)

- Demonstrated ability to apply concepts to field surveying and engineering computations.
- Demonstrated ability to perform technical engineering procedures.
- Demonstrated ability to operate surveying equipment.
- Ability to work with mathematical concepts from basic math computations to trigonometry.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, grants, and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, news media, and general public.
- Ability to work with a diverse group of partners and stakeholders.
- Ability to work with a team either as a team member or a team leader.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Strong organizational skills to effectively maintain and prioritize work load while managing several complicated projects or events simultaneously.
- Requires the skill and persuasion in dealings with others, both in and outside of the office. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the district but does not have the authority to act on behalf of the SWCD in matters where there are legitimate differences of opinion.
- Computer knowledge to include: a working knowledge of ESRI's ArcGIS software suite, and aptitude with Word, Excel, Outlook and PowerPoint. Knowledge of Toolkit is a plus.

DESIRED SKILLS

- Ability to operate drafting and surveying instruments and related equipment
- Familiarity with soil properties and use of USDA soil surveys.
- Familiar with common agricultural equipment and use.

BACKGROUND AND CERTIFICATIONS

- Currently possess or have the ability to acquire and maintain Engineering Technical Approval Authority (TAA) for design and installation of commonly implemented conservation practices **within 6 months** of start date. Ecological TAA, Conservation Planning Certification or other certifications are desirable.
- Must pass a criminal background check.
- Must have a valid MN class D driver's license or equivalent.



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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel, and be able to stand, sit, walk over rough terrain, reach with hands and arms, and communicate. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to inclement, wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

SUPERVISION

- This position has the authority to perform the above duties and responsibilities with supervision and policy direction as received from the District Manager and the District Board of Supervisors. Technical work is coordinated with the Natural Resources Conservation Service (NRCS) and performed according to the technical standards and specifications adopted by the District.
- Must have the ability to work independently and schedule workday with minimal supervision to perform above requirements.

Selected candidates will be contacted for interviews closing date of: Open until filled (post will be removed when interview process starts)

Reviewed By:	Wabasha SWCD Board of Supervisors	Date:	August 22, 2017
Approved By:	Wabasha SWCD Board of Supervisors	Date:	August 22, 2017
Last Updated By:	Terri Peters	Date/Time:	August 18, 2017