



---

## *District Technician*

---

## Position Description

---

*Revision Date: March 24, 2020*

---

### **POSITION OBJECTIVE:**

The duties of this position are assigned at the discretion of the District Manager. This position provides technical assistance under policies established by the Benton Soil and Water Conservation District; Coordinates and administers conservation programs and assists in the implementation of the Comprehensive Local Water Management Plan for Benton County. Specific duties of this position are expected to change as the needs of the District change.

### **SUPERVISION RECEIVED:**

This position is under daily supervision of the District Manager.

### **QUALIFICATIONS:**

1. Bachelor's degree in the natural resources field such as resource conservation/management, watershed management, hydrology or related field of study. Applicable experience in soil and water resource management may be substituted for minimum educational requirements.
2. A Minnesota class D driver's license is required for this position.
3. Specialized training and/or certifications may be required to perform job duties.
4. An understanding of water resource concerns in Benton County and methods of addressing these concerns, including experience and/or knowledge of Best Management Practices is required.
5. Experience and/or knowledge of survey equipment required.
6. Strong oral and written communication skills are required. Must be comfortable speaking and presenting in public and working with individuals.
7. Must be proficient in Microsoft Excel and Word; knowledge of ArcGIS, Microsoft PowerPoint, and Outlook is required.
8. Ability to perform all items under "Essential Duties and Responsibilities" listed below.

Benton County Soil and Water Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assist clients with the design & installation of conservation projects
  - a. Provide technical assistance with state & federal conservation programs. Maintain a working knowledge of each program at a level that is adequate to provide technical assistance to SWCD clients.
  - b. Design and supervise the installation of conservation practices.
  - c. Complete inspections on previously installed conservation practices.
  - d. Relationships with clients, i.e. land owners and renters, are maintained, enhanced and created.
  - e. Maintains and/or obtains applicable technical certifications.
  - f. Coordinate grant programs, including financial tracking, annual and final reporting, and communication with SWCD and NRCS staff.
  - g. Other grant duties as assigned by the District Manager.

### **Responsibility 1 Performance Indicators**

- a. Knowledge of conservation programs is demonstrated by an acceptable level of technical support to clients in person, over the phone, via e-mail and other electronic methods, and other means of communication. Technical assistance provided meets SWCD mission goals.
  - b. Project/plans meet applicable NRCS or SWCD requirements and field work assistance is satisfactorily provided.
  - c. Required inspections on previously completed projects completed by deadlines.
  - d. Client needs are met in a manner that a positive relationship is built or maintained.
  - e. Applicable certifications and technical approval authorities for ecological, engineering and other categories are obtained and maintained. Participate in training opportunities directed by the District Manager.
  - f. Grants are coordinated and administered according to grantor rules and guidelines. Local procedures, including fund tracking and reporting, are followed. SWCD and NRCS staff is well informed.
  - g. Other grant related duties are completed to the satisfaction of the District Manager.
2. Assist with the District Tree Program.
    - a. Provide technical assistance to individuals interested in the tree program. Process tree orders. Assist with tree sorting, pickup and related duties.

### **Responsibility 2 Performance Indicators**

- a. Technical assistance is of high quality and accuracy, tree orders are processed accurately and following established procedures and assistance is provided for tree week.

Benton County Soil and Water Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

3. Assist with Education & Outreach
  - a. Assist Education & Outreach Coordinator as needed
  - b. Inform community members of District programs and accomplishments through news articles, tours, field days, newsletters, etc.
  - c. Other education and outreach duties as assigned by the District Manager.

**Responsibility 3 Performance Indicators**

- a. Assistance with education & outreach completed to the satisfaction of the district manager
  - b. News articles are satisfactorily completed and submitted by the deadlines
  - c. Other education and outreach duties are completed to the satisfaction of the District Manager
4. Assist with other duties as developed or assigned by the District Manager.

**Supervision of Others**

1. This position may monitor other seasonal or temporary staff or interns with the oversight of the District Manager.

**MINIMUM ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:**

**Physical Requirements**

This position requires work indoors and outdoors in environmental conditions common in Minnesota. Common environmental conditions will include heat, cold and wet conditions. Physical activities include sitting for long periods of time, walking over rough, uneven terrain, twisting, bending and lifting up to 50 pounds. Office equipment use includes but is not limited to telephones, computers, and copy machines. Ability to occasionally work during the evening and on weekends.

Benton County Soil and Water Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.