

# POSITION ANNOUNCEMENT

## SIBLEY SOIL & WATER CONSERVATION DISTRICT

*Attn: Joel Wurscher, District Manager*

*112 5<sup>th</sup> Street, PO Box 161*

*Gaylord, MN 55334*

*(507) 702-7077*

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<b>POSITION TITLE:</b>	Conservation Technician
<b>DEPARTMENT:</b>	Sibley Soil & Water Conservation District
<b>HOURS:</b>	Full-time
<b>STARTING SALARY RANGE:</b>	\$19.02-\$28.47 (Grade 10), depending on experience
<b>LOCATION:</b>	Gaylord, Minnesota
<b>DURATION:</b>	Permanent
<b>BENEFITS:</b>	Paid holidays, annual & sick leave, medical insurance and PERA
<b>CLOSE DATE:</b>	4:30 p.m. – April 13 <sup>th</sup> , 2018

### **GENERAL DESCRIPTION:**

The Sibley Soil and Water Conservation District is accepting applications for a Conservation Technician. Under the supervision of the District Manager, the Conservation Technician assists with the watershed related programs, WCA, and the implementation/compliance of the 2015 Buffer Law. This position works with landowners, communities, and other units of government to execute various conservation programs.

### **QUALIFICATIONS:**

- A valid Driver's License
  - Knowledge with interpreting soil data, collecting field surveys, and general hydrology concepts;
  - Prefer a Bachelor's Degree in Biology, Natural Resources Management, Hydrology, Ecology, Environmental Studies, or a closely related field.
- OR**
- Minimum of 2 year degree in combination of experience in a Science or Engineering field.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with the implementation of the Wetland Conservation Act.
- Participate and assist with various education and outreach activities.
- Attends meetings and trainings while professionally representing the SWCD.
- Works with the Water Planner on various water quality related activities and events.
- Routine water quality/quantity monitoring at 2 sites along the High Island Creek approximately 20-40 times annually.
- Provides technical support to the High Island Creek and Rush River Watershed grant projects.
- Coordinates with watershed project partners and state agencies such as the MPCA, DNR, BWSR, and MDA.
- Facilitate grant payments, invoicing, and track watershed grant expenditures.
- Promotion of AIS awareness and prevention.
- Assists with the annual tree program.
- May perform tasks associated with RIM and CREP.
- Performs other duties of a like or similar nature as assigned.

### **ESSENTIAL SKILLS AND KNOWLEDGE:**

Essential knowledge required to perform the functions of the job:

- Knowledge of SWCD and NRCS programs and eligibility requirements.
- Demonstrates an appropriate level of technical knowledge and understanding of agricultural best management practices.
- Familiar with common agricultural equipment and uses.
- Knowledge of native vegetation establishment and maintenance.
- Understanding of hydrology, drainage, and water quality improvement techniques.
- Familiar with soil properties and use of USDA soil surveys.

- Ability to communicate clearly and effectively with landowners and partner agencies.
- Excellent verbal and written communication skills.

**SKILLED IN:**

- Use of general office equipment such as computer, phone and email, printer, copier, scanner, and software applications such as Microsoft Office programs and ARC GIS.
- Ability to work effectively with other departments and branches of government for program implementation.
- Grant writing.
- Working independently with minimal direct supervision and maintaining confidentiality.
- Maintaining a safe working environment.

**WORK ENVIRONMENT:**

Work is performed in an office building, outdoors, and at various sites throughout Sibley County. Work is often performed independently. Position also includes exposure to outdoor conditions during field work, such as changes in temperature and humidity. Must be able to lift over 50 lbs.

**SELECTION PROCESS:**

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Sibley SWCD.

**Submit resume via mail, application and cover letter to the  
Sibley Soil & Water Conservation District  
112 5<sup>th</sup> Street, PO Box 161 Gaylord, MN 55334  
Or using e-mail at [joel.wurscher@sibleyswcd.org](mailto:joel.wurscher@sibleyswcd.org)**

EEO (Equal Opportunity Employer) The Sibley Soil and Water Conservation District is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.