

POSITION ANNOUNCEMENT

SIBLEY SOIL & WATER CONSERVATION DISTRICT

Attn: Joel Wurscher, District Manager

111 6th Street, PO Box 161

Gaylord, MN 55334

(507) 237-5435 Ext. 3

POSITION TITLE:	District Technician
DEPARTMENT:	Sibley Soil & Water Conservation District
HOURS:	Full-time
STARTING SALARY RANGE:	\$21.01-\$31.62 (Grade 12), depending on experience
LOCATION:	Gaylord, Minnesota
DURATION:	Permanent
BENEFITS:	Paid holidays, annual & sick leave, medical insurance and PERA
CLOSE DATE:	4:30 p.m. – August 11 th , 2017

GENERAL DESCRIPTION:

The Sibley Soil and Water Conservation District is accepting applications for a District Technician. Under the supervision of the District Manager, the District Technician assists with the technical aspects of implementing conservation practices. This position works with landowners, communities, and other units of government to install conservation projects and implement 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, 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:

- Conducts site investigations and inventories, assisting the public with enrollment into various local, state, and federal conservation programs.
- Assists with the implementation of the Wetland Conservation Act.
- Participate and assist with various education and outreach activities.
- Performs duties of the Reinvest in Minnesota (RIM) and Conservation Reserve Enhancement Program (CREP) including, but not limited to, landowner contact and applications, easement acquisition, practice installation and program compliance.
- Attends meetings and trainings while professionally representing the SWCD as directed by the District Manager.
- Administers the annual Tree Program and is familiar with tree identification, tree pests and diseases.
- Administers the state cost share program.
- 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.
- Familiarity and understanding with Trimble survey equipment.
- Ability to survey, design, and checkout projects after construction.
- Understanding of hydrology, drainage, and water quality improvement techniques.

- Ability to acquire and maintain Job Approval Authority (JAA) for the design and installation of conservation practices.
- 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.
- Reading, interpreting and understanding complex legal descriptions, deeds, easements and title documents for properties.
- 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
111 6th Street, PO Box 161 Gaylord, MN 55334
Or using e-mail at 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.