

Big Stone Soil and Water Conservation District

990 US Highway 12
Ortonville, MN 56278
(320) 39-6149 ext. 3014
www.bigstoneswcd.org

Position Announcement

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| Position Title: | District Technician |
| Position Location: | Big Stone SWCD, Ortonville, MN |
| Employment Terms: | Full-time position |
| Application Deadline: | 4:30 p.m., Friday, January 6 th , 2023 |
| Salary: | starting wage \$18.00 to \$21.00 per hour |
| Hours: | 8:00 – 4:30 Mon–Fri with occasional nights & weekends |

The Big Stone Soil & Water Conservation District is accepting applications for a District Technician. Under the supervision of the District Manager, the District Technician assists landowners in implementing practices on private lands that benefit the environment. Position will work side by side with the SWCD staff, the Natural Resources Conservation Service, and the Farm Service Agency.

Duties:

1. Implement all aspects of the tree program including inventory, planting and fabric mulch application. Schedule meetings with landowners for planning, layout, and design of tree planting plans, complete and organize plans, order appropriate trees; maintain records of designs, plans, and final trees planted. Be able to identify many tree and shrub species and associated diseases.
2. Coordinate the District no-till drill program and keep drill and all other equipment and facilities in operating condition.
3. Oversight of the Weed management Services intern implementing invasive terrestrial weed education and applications to private lands across the area. Use of chemical spraying equipment, tractor mowers, and hand pulling.
4. Conduct site assessments of conservation practices to see that they are completed according to technical specifications. Such as, but not limited to; Water and Sediment Control Basins, Grassed Waterways, Filter Strips, Rain Gardens, Shoreline Restoration, and Wetland and Habitat establishment.
5. Process cost-share applications in coordination with conservation plans.
6. Aid with educational and promotional programs; compose relevant articles for newsletters as requested.
7. Provide first line of supervision toward seasonal staff.
8. Assist staff and other LGUs with the MN Buffer Law Implementation and Enforcement.
9. Work with Big Stone County LGUs and other TEP members for Wetland Conservation Act(WCA) determinations and/or violations.
10. Work with Watershed Districts or equivalents on projects, grants, and educational events such as One Watershed One Plan.
11. Work with GPS and survey equipment to assist in designing structural conservation practices inside and outside the office.
12. Manage the well monitoring program by taking monthly readings and reporting results on DNR website.
13. Work closely with various agencies including; NRCS, PF, FSA, USFWS, DNR, UMRWD, etc.
14. Attend monthly board meetings and give informative technical report.
15. Assist in grant writing and reporting.
16. Attend regular training and meetings requiring travel to stay updated on program rules and requirements.
17. Operate computer to retrieve and organize information; prepare communications to others; and report activities and contacts with customers.
18. Attend and participate with education and conservation outreach activities.

Minimum training and Experience Required to Perform Essential Job Functions

* **Training and experience Guideline:** Any combination of training and/or experience that will enable the applicant to possess the required knowledge, skills and abilities.

- Associates degree or above in a related field will be required.
- Must pass Federal Background check
- Must be able to gain Job Approval Authority through Natural Resources Conservation Service. Trainings will be provided but will require some overnight travel.
- Must be able to gain and maintain Pesticide Applicators License essential for district services. Commercial Pesticide Applicators license will be prioritized.
- Must possess a valid driver's license.
- Must have basic keyboarding, telephone, and computer skills. Programs used include Windows XP, MS Word, Excel, Outlook, PowerPoint, Internet Explorer, and ArcGIS.
- Must have a basic understanding of design, survey, and construction of conservation practices.
- Civil engineering experience will be prioritized.
- Grant writing experience will be prioritized.
- Basic knowledge of tractor and drill operation experience prioritized
- Basic knowledge of herbicides and their application methods.

* ***Physical Requirements***

- Must be physically able to operate survey equipment, a variety of machinery and equipment utilized in performing essential functions behind a large tractor.
- Must be able to lift and maneuver 85 pounds routinely during the day.
- Ability to exert heavy physical effort in varying weather conditions, typically involving some combination of climbing, balancing, stooping, kneeling, lifting, carrying, pushing and pulling, all of which on uneven terrains.

To Apply:

Visit our website at www.bigstoneswcd.org or contact the office at 320-839-6149 ext. 3, for an application. Additional information can be obtained by emailing tammy.neubauer@mn.nacdnet.net

Applications will be accepted until 4:30 p.m., Friday, January 6th, 2023. Please include application form (from website), cover letter and resume.

**Mail or deliver application materials to: Tammy Neubauer, District Manager
Big Stone SWCD
990 US Highway 12
Ortonville MN 56278**

Big Stone SWCD is an equal opportunity employer