

## Big Stone Soil and Water Conservation District

990 US Highway 12  
Ortonville, MN 56278  
(320) 849-1500  
[www.bigstoneswcd.org](http://www.bigstoneswcd.org)

### ***Position Announcement***

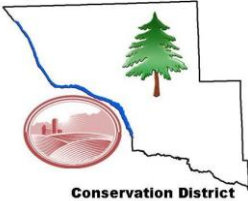
<b>Position Title:</b>	District Technician
<b>Position Location:</b>	Big stone SWCD, Ortonville, MN
<b>Employment Terms:</b>	Full-time position
<b>Application Deadline:</b>	open until filled
<b>Salary:</b>	Hourly wage based on experience
<b>Hours:</b>	8:00 – 4:30 Mon–Fri with occasional nights & weekends

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, 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 Cooperative Weed Management Area 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 towards 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.

“Conservation means harmony between men and land. When land does well for its owner, and the owner does well by his land; when both end up better by reason of their partnership, we have conservation.”- Aldo Leopold



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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](http://www.bigstoneswcd.org) or contact the office at 320-849-1500 for an application. Additional information can be obtained by emailing [beau.peterson@co.big-stone.mn.us](mailto:beau.peterson@co.big-stone.mn.us)

Paper applications will be accepted until position is filled. Please include application form (from website), cover letter and resume. If selected for an interview please bring a writing example of your choice to demonstrate your writing ability.

**Mail or deliver application materials to:**

**Beau Peterson  
Big Stone SWCD  
990 US HWY 12  
Ortonville, MN  
56278**

*Big Stone SWCD is an equal opportunity employer*

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