

Lac qui Parle Soil & Water Conservation District

POSITION DESCRIPTION

District Technician

Introduction: Under General Direction, this position provides technical assistance to resource users according to technical specifications, legal specifications, program guidelines and policies established by the Lac qui Parle Soil and Water Conservation District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Collaborate with local, state and federal officials, boards, organizations, and individuals to promote conservation programs and accomplish goals and objectives of established plans.
2. Conduct site assessments, design, develop plans or contracts with cooperators and oversee installation of needed best management practices according to technical specifications, and submit appropriate reports.
3. Develop tree planting plans with landowners according to specifications of applicable programs, plant trees, apply fabric mulch as needed, and manage inventory.
4. Maintain detailed records and manage data, both electronic and print.
5. Prepare technical information for District plans, reports, and/or grant applications within required deadlines. Write articles, give oral presentations, and develop appropriate educational/outreach information within area of expertise.
6. Schedule grass drill, assist landowners with settings and keep drill in operating condition.
7. Perform Wetland Conservation Act duties required of the SWCD.
8. Complete inspections on previously installed conservation practices. Submit appropriate reports and assist landowners to stay in compliance with program requirements. Maintain a follow-up assessment schedule to assure practice maintenance by landowners.
9. Maintain District vehicles, equipment and facilities
10. Measure water level in Department of Natural Resources' Observation Wells monthly, record data and submit it to St. Paul.

SUPERVISION: This position is under the supervision of the District Manager.

PERFORMANCE EVALUATION: Performance Evaluation is the responsibility of the District Manager and is reviewed by the Personnel Committee of the District Board.

ANNUAL PLAN – DISTRICT TECHNICIAN

<u>DISTRICT</u>	<u>% of</u>		<u>RESPONSIBILITY</u>
<u>PRIORITY</u>	<u>Time</u>		
A	28	1.	Collaborate with local, state and federal officials, boards, organizations, and individuals to promote conservation programs and accomplish goals and objectives of established plans.
A	15	2.	Conduct site assessments, design, develop plans or contracts with cooperators and oversee installation of needed best management practices according to technical specifications, and submit appropriate reports.
A	20	3.	Develop tree planting plans with landowners according to specifications of applicable programs, plant trees, apply fabric mulch as needed, and manage inventory.
A	10	4.	Prepare technical information for District plans, reports, and/or grant applications within required deadlines. Write articles, give oral presentations, and develop appropriate educational/outreach information within area of expertise.
B	18	5.	Conduct site evaluations, submit appropriate reports and assist landowners to stay in compliance with program requirements. Maintain a follow-up assessment schedule to assure practice maintenance by landowners.
B	3	6.	Perform Wetland Conservation Act duties required of the SWCD.
C	2	7.	Measure water level in Department of Natural Resources Observation Wells monthly, records data and submits it to St. Paul.
C	2	8.	Schedule grass drill, assists landowners with settings and keeps drill in operating condition.
C	2	9.	Maintains District equipment and facilities.

ADDITIONAL TASKS AND RESPONSIBILITIES

- ❖ Work with landowners and agency personnel to determine eligibility for various programs, write applications, plans and process contracts.
- ❖ Operate computer to produce forms, fill out forms, retrieve and organize information; prepare communications to others; and report activities and contacts with customers.
- ❖ Schedule appointments with landowners/customers for conferences and best management practice application in office or field.
- ❖ Maintain files pertinent to essential function activities.
- ❖ Responds to telephone messages and calls. Takes and relays messages.
- ❖ May monitor seasonal or temporary staff or interns with the oversight of the District Manager
- ❖ Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- ❖ Must possess a valid driver's license.
- ❖ Must have a basic understanding of conservation practices and conservation programs.
- ❖ Training/experience is needed in surveying, site assessment and design of practices.
- ❖ Must have keyboarding and computer skills. Programs used include MS Word, Excel, ArcGIS, Outlook.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability

- ❖ Ability to classify, compute and tabulate data and information, requiring the exercise of judgment.
- ❖ Ability to utilize a wide variety of descriptive data and information, such as regulations, guidelines, correspondence and general operating manuals.
- ❖ Ability to provide explanation, demonstration, persuasion and clarification concerning data and information according to laws, rules, established policies, procedures and standards.
- ❖ Ability to communicate well orally and in writing with co-workers, the general public, elected officials, other agency staff and the Board of Supervisors.
- ❖ Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Mathematical Ability

- ❖ Ability to utilize mathematical formulas; to add and subtract; multiply and divide; use decimals, percentages and spreadsheets.

Judgement and Situational Reasoning Ability

- ❖ Ability to read, interpret, explain and record information from maps, aerial photos, plans and other graphic or printed sources and develop field maps.
- ❖ Ability to prioritize tasks based on importance and approaching deadlines when confronted with a heavy workload.
- ❖ Ability to schedule and organize self.
- ❖ Ability to read, understand, apply and accurately explain government programs and rules.
- ❖ Ability to follow directions.
- ❖ Ability to exercise rational judgment, decisiveness and creativity required in performing diversified work activities.

Physical Requirements

- ❖ Must be physically able to operate survey equipment, a variety of machinery and equipment utilized in performing essential functions.
- ❖ Must be able to lift and maneuver 100 pounds.
- ❖ Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements including writing legibly and other semi-skilled movements such as data entry.
- ❖ Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, lifting, carrying, pushing and pulling.
- ❖ Ability to walk distances over rough terrain in potentially unfavorable weather conditions.
- ❖ Ability to recognize and identify similarities or differences between characteristics of colors shapes, sounds and textures associated with job-related objects, materials and tasks.