

Carroll Soil & Water Conservation District

Position Description

Position Title: Agronomic & Natural Resource Technician

Reports to: District Program Administrator (DPA)

Employment Status: Full time, subject to twelve-month probationary period

Hours: 8:00 AM to 4:30 PM (40 hours) as well as some overtime

Salary: \$15 - \$25 +benefits based on education/experience

This position is responsible for education, technical assistance and field assistance to landowners/operators and units of government, primarily in agronomic and natural resource issues. The position also aides in educational programming in Carroll County school systems.

DUTIES AND RESPONSIBILITIES

- Provide technical and engineering field assistance to District cooperators and units of government.
- Prepare engineering plans for conservation projects as have been identified in the Districts Annual and Long-Range Plans. The development of the plans will follow the guidelines established by (Natural Resource Conservation Service) NRCS National Engineering Manual and related handbooks to meet design and plan preparation requirements.
- Assist in the development of conservation plans for District cooperators applying conservation practices including, but not limited to grazing plans, (Certified Nutrient Management Plan) CNMP's, crop production plans and general conservation plans. Participate in the (Ohio Department of Agriculture) ODA's Technician Development Program and eventually obtain approval status.
- Develops and maintains resource inventories, processes cooperator applications, completes various reports regarding the conservation program, and write news articles.
- Coordinates the transportation and rental of District owned or leased equipment.
- Performs preventative maintenance on automotive, tillage, engineering and office equipment assigned by NRCS to the work unit and/or owned by the (Soil and Water Conservation District) SWCD.
- Actively participate in staff meetings, training meetings and inspections.
- Is proficient in the use of computers, Facebook, webpage, PowerPoints, GIS and can learn ODA, SWCD, NRCS and other computer programs.
- The ability to learn and operate basic testing equipment used to obtain technical data from soil, water and plant samples.
- Assist in conducting tours, field days, public viewing of demonstrations including equipment, plots, practices, etc.
- Provides leadership in the recruitment of volunteers to assist with District programs.
- Assist with all the District programs as needed.
- Prepares and maintains all records, reports and forms required by SWCD, NRCS, (Farm Service Agency) FSA, ODA, (Ohio Federation of Soil and Water Conservation Districts) OFSWCD and (Ohio Soil and Water Conservation Commission) OSWCC.
- In cooperation with various federal, state, and local agencies, assesses the need for conservation work within the District and recommends actions and programs to meet these goals.
- Maintains personal contact with District cooperators, local school boards, and school systems, civic groups, 4-H, and be able to explain the District conservation programs to the public.
- Initiates and directs a public information program through individual contacts, tours, newspaper, radio, TV, district newsletter, public appearance at civic groups, public schools, youth groups and other avenues.
- Keeps abreast of all federal, state and local laws that affect the conservation work within the District.

- Perform all other duties as assigned by the DPA or Board of Supervisors.

QUALIFICATIONS

- Minimum 2-year degree in agronomic or natural resource management or related field or relevant experience.
- Background check and ability to pass random drug testing may be a requirement
- Experience with presenting educational programs to both adult and youth audiences.
- Ability to communicate effectively in both oral and written form; exercise sound judgement; use time and organization skills wisely; be groomed and dressed appropriately as to reflect well on Carroll SWCD; cooperate with co-workers; receive and implement instructions from the DPA and Board of Supervisors; communicate and work well with landowners without discrimination.
- Ability to operate field equipment (e.g. survey equipment, water quality monitoring equipment, GPS data collector, digital camera, etc.) with guidance and training.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, PowerPoint, Publisher) and willingness to learn new applications.
- Must be insurable for government vehicle operation and have a valid Ohio driver's license.
- Ability to pass a background check in order to use county and federal computer system.

WORKING CONDITIONS

- Occasionally perform duties during inclement weather
- Required to lift and carry necessary equipment; walk over uneven, steep ground; cross fences.
- Required to transport district rental equipment using district vehicles.
- Required to work in close proximity to construction equipment while in operation.
- Required to attend evening and weekend meetings on occasion within and outside the county.

PERFORMANCE REVIEW

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. During this review, career opportunities, salary advancement and its concerning the employee's professional growth and employment are discussed. The employee agrees that all assistance is provided without regards to race, color, national origin, age, sex, religion, marital status, and handicap.

ACKNOWLEDGEMENT

I understand and will perform to the best of my ability the job duties and requirements specific in this position description.

Employee Signature

Date