

# BROWN SOIL & WATER CONSERVATION DISTRICT POSITION OPENING

<b>POSITION TITLE</b>	District Technician
<b>POSITION LOCATION</b>	Sleepy Eye, Minnesota 56085
<b>SALARY</b>	Position Salary Range \$17.29 - \$25.72 per hour Starting salary will be dependent on experience and qualifications
<b>BENEFITS</b>	Paid sick leave, paid vacation leave, paid holidays, PERA, health insurance, HSA, and optional life insurance
<b>STARTING DATE</b>	January 2019 or as soon as possible after notice of hire
<b>TO APPLY</b>	Send cover letter, resume and Brown SWCD application to:  Brown SWCD, 300 2 <sup>nd</sup> Ave SW, Sleepy Eye, MN 56085 or email to: <a href="mailto:melanie.krueger@brownswcdmn.org">melanie.krueger@brownswcdmn.org</a>  <i>Applications are available at the Brown SWCD office or online at <a href="http://www.brownswcdmn.org">www.brownswcdmn.org</a></i>
<b>DEADLINE TO APPLY</b>	Tuesday, November 20, 2018 at 4:30PM <i>Late application packages will not be accepted</i>

## POSITION PURPOSE

The District Technicians are full time employees of the Brown Soil and Water Conservation District (SWCD) funded through local appropriations and state grant sources. Work is performed under the direct supervision of the Brown SWCD District Manager. The District Technicians work with landowners and other units of government to promote, coordinate and implement the conservation practices and programs of Brown SWCD.

## MINIMUM QUALIFICATIONS

- Ability to serve as a positive, professional example to colleagues and constituents of the County and SWCD with regards to workplace actions, attitude, decisions, management and adherence to policy
- Bachelor's Degree in Natural Resources Management, Biology, Environmental Health, Environmental Science Studies, or a closely related field; **AND**
- Minimum of 2 years' experience with a variety of conservation programs; **AND**
- Knowledge with interpreting soil data, conducting field surveys, designing/planning conservation projects, and general hydrology concepts; **OR**
- Any combination of education and experience that demonstrates the ability to perform the duties of the position
- Strong interpersonal skills, communication skills, and the ability to present reports to groups effectively
- Self-motivation and the ability to work independently without close supervision
- Experience and ability to use Microsoft Office programs and ArcGIS software
- Knowledge of governmental agencies and statutes related to the soil and water conservation district's practices and programs
- A preferred background and understanding of agricultural practices and natural resources in south central Minnesota with the technical knowledge to be able to prioritize conservation practices and programs
- Willingness to travel throughout the project area and attend evening/weekend events on occasion
- Physical ability to work effectively in various field conditions and all-seasons weather as well as lift up to 60 lbs.
- Must possess or obtain a valid driver's license issued by the State of Minnesota

## **PRIMARY PROGRAMS AND PROJECTS OF BROWN SWCD**

Reinvest in Minnesota (RIM) Program	Buffer Program	Cost-Share Programs
AIS Prevention Program	Tree Program	Wetland Conservation Act (WCA) TEP Panel
Soil Health, Cover Crops	WRAPS Projects	One Watershed One Plan Projects
Rain Gauge Program	DNR Well Readings	Education, Promotion, and Outreach Activities

## **DUTIES AND RESPONSIBILITIES OF BROWN SWCD DISTRICT TECHNICIAN STAFF MEMBERS**

### **TECHNICAL**

- Perform technical work duties as assigned by the District Manager relating to, but not limited to, all programs and projects listed above.
- Provide professional technical advice and assistance to members of the public and landowners for all conservation programs and projects of the district
- Perform field work for the district as needed (i.e., buffer measurements and compliance checks, easement site visits, cost share site work, tree plantings, well readings, landowner meetings, site investigations, etc.)
- Promote local, state, and federal conservation programs and provide sign-up assistance to landowners
- Provide assistance to landowners for implementing conservation cost-share practices
- Perform duties of the RIM program including, but not limited to, landowner contact and applications, easement acquisition, practice installation, program monitoring, and program compliance
- Responsible to provide technical assistance and guidance to landowners on meeting compliance with the Buffer Law and maintain district files relating to buffer program
- Perform tasks relating to the Aquatic Invasive Species (AIS) Prevention program as per the annual AIS work plan objectives and as assigned by District Manager
- Monitoring and inspection of conservation easements and conservation practices
- Oversee the Tree Program for the district
- Administer the Rain Gauge Program for the district
- Complete and report monthly well readings to the DNR as prescribed in the observation well agreement

### **ADMINISTRATIVE**

- Communicate effectively with landowners, members of the public, and partner agencies
- Assist with preparation of grant applications as determined by the District Manager or Board of Supervisors
- Work effectively with local, state and federal agencies, boards and organizations in promoting various conservation programs and accomplishing the goals and objectives of established annual and long-range plans
- Coordinate and assist with educational programs, presentations, promotions, demonstrations, press releases, outreach efforts, and newsletter articles as assigned by District Manager
- Maintain records and data for district programs and projects as well as follow government program requirements for grant reporting and record keeping
- Provide reports and/or attend monthly SWCD Board Meetings as directed by the District Manager
- Keep updated and knowledgeable on federal, state and local laws that affect work within the district
- Maintain data as needed for SWCD operations using Microsoft Office and ArcGIS software programs
- Represent Brown SWCD at various meetings or committees as assigned
- Accomplish work independently with limited supervision
- Accept other duties as assigned by the District Manager or SWCD Board of Supervisors

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position.

### **CONDITIONS OF ANNOUNCEMENT:**

The Brown SWCD reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. The Brown SWCD is an Equal Employment Opportunity Employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non-membership in an employee organization.

## **INTERVIEWS TO BE HELD FRIDAY, DECEMBER 7, 2018**

Interviews will be conducted at the SWCD office location in Sleepy Eye.  
Individuals selected for an interview will be contacted by phone.

**The Brown Soil & Water Conservation District is an equal opportunity employer.**  
Brown SWCD | 300 2<sup>nd</sup> Ave SW | Sleepy Eye, MN 56085 | (507) 794-2553 | [www.brownsxcdmn.org](http://www.brownsxcdmn.org)