



Brown Soil and Water Conservation District



300 2nd Ave. SW | Sleepy Eye, MN 56085 | Phone: 507-794-2553 | www.brownsxcdmn.org

Brown SWCD Position Announcement

Location: Brown Soil and Water Conservation District (Brown SWCD); Sleepy Eye, MN 56085

Position Opening: One Position (Conservation Technician 1 **or** Conservation Technician 2, depending on applicant qualifications; see enclosed job descriptions)

Position Salary Range: \$24.31 - \$35.97 is the overall wage range for Grades 5 and 6; starting salary will be dependent on experience and qualifications

Application Deadline: Friday, December 13, 2024 at 4:00pm

Anticipated Start Date: February 2025

Job Summary:

This position will work with landowners, district staff, local partners and other agencies to promote and implement the conservation practices and programs of Brown SWCD under the direct supervision of the Brown SWCD District Manager. This position will work on a variety of technical and administrative tasks related to the conservation programs and projects of the district. One of the primary duties will be soil health projects so applicants with a strong background in agriculture and/or soils are preferred.

Application Process:

Applicants must submit a cover letter, resume AND a completed Brown SWCD Application to Brown SWCD by the application deadline. Application is available on www.brownsxcdmn.org or can be picked up in-person at 300 2nd Ave SW, Sleepy Eye, MN 56085. Incomplete and/or late application packages will not be accepted. Mail to: Brown SWCD, Attn: Melanie Krueger, 300 2nd Ave SW, Sleepy Eye, MN 56085. Email to: melanie.krueger@brownsxcdmn.org.

A complete list of minimum qualifications and the primary duties and responsibilities of the position are shown in the enclosed Conservation Technician 1 and Conservation Technician 2 job descriptions.

BROWN SOIL & WATER CONSERVATION DISTRICT POSITION OPENING

POSITION TITLE	Conservation Technician 1
POSITION LOCATION	Sleepy Eye, Minnesota 56085
SALARY	Position Salary Range: Grade 5, \$24.31 - \$34.26 per hour Starting salary will be dependent on experience and qualifications
BENEFITS	Paid sick leave, paid vacation leave, paid holidays, PERA retirement account, health insurance, HSA account, and optional life insurance
STARTING DATE	February 2025 – anticipated start date
TO APPLY	Submit cover letter, resume and Brown SWCD application Incomplete application packages will not be accepted Brown SWCD application is available at www.brownsxcdmn.org Mail to: Brown SWCD, 300 2 nd Ave SW, Sleepy Eye, MN 56085 Email to: melanie.krueger@brownsxcdmn.org
DEADLINE TO APPLY	Friday, December 13, 2024, 4:00pm <i>Late application packages will not be accepted</i>

POSITION PURPOSE

The Conservation Technician 1 positions are filled by 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 Conservation 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
- Degree (associates/bachelors) in agriculture, agronomy, biology, environmental fields of study, natural resources management, soils, or a closely related field; **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
- Some experience and ability to use Microsoft Office programs and ArcGIS software
- Some 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

Work duties for the programs and projects listed below are divided between all Conservation Technician staff members at Brown SWCD and are assigned by the District Manager.

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

PRIMARY DUTIES AND RESPONSIBILITIES

TECHNICAL

- Assist with technical work duties as assigned by the District Manager
- Perform field work for the district as needed (i.e., buffer measurements and compliance checks, easement site visits, cost share site work, construction site work, 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
- 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 Soil and Water Conservation District 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 the week of January 6-10, 2025 | Individuals selected for interview will be contacted by phone

BROWN SOIL & WATER CONSERVATION DISTRICT POSITION OPENING

POSITION TITLE	Conservation Technician 2
POSITION LOCATION	Sleepy Eye, Minnesota 56085
SALARY	Position Salary Range: Grade 6, \$25.52 - \$35.97 per hour Starting salary will be dependent on experience and qualifications
BENEFITS	Paid sick leave, paid vacation leave, paid holidays, PERA retirement account, health insurance, HSA account, and optional life insurance
STARTING DATE	February 2025 – anticipated start date
TO APPLY	Submit cover letter, resume and Brown SWCD application Incomplete application packages will not be accepted Brown SWCD application is available at www.brownswwcdmn.org Mail to: Brown SWCD, 300 2 nd Ave SW, Sleepy Eye, MN 56085 Email to: melanie.krueger@brownswwcdmn.org
DEADLINE TO APPLY	Friday, December 13, 2024, 4:00pm <i>Late application packages will not be accepted</i>

POSITION PURPOSE

The Conservation Technician 2 positions are filled by 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 Conservation 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
- Degree (associates/bachelors) in agriculture, agronomy, biology, environmental fields of study, natural resources management, soils, or a closely related field; **AND** minimum of 2 years' experience with a variety of conservation programs; **AND** general 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
- General experience and ability to use Microsoft Office programs and ArcGIS software
- General 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

Work duties for the programs and projects listed below are divided between all Conservation Technician staff members at Brown SWCD and are assigned by the District Manager.

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

PRIMARY DUTIES AND RESPONSIBILITIES

TECHNICAL

- Perform or assist with technical work duties as assigned by the District Manager
- Provide professional 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, construction site work, 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
- Assist with One Watershed One Plan and WRAPS watershed planning projects as assigned by District Manager
- 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

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