

COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT

JOB DESCRIPTION

Program Technician

GENERAL PURPOSE OF JOB

The person serving as the Program Technician will work to promote conservation efforts for the Cottonwood SWCD. Initial focus will be the implementation of conservation Agricultural Best Management Practice, assisting with the SWCD Tree Program and County Feedlot Program, and other conservation programs as directed by the SWCD.

This position will require extensive interaction with landowners and operators as well as local and state government to build partnerships and bring attention to the need for cooperative efforts addressing conservation implementation and general soil and water conservation needs throughout the county.

ESSENTIAL DUTIES AND RESPONSIBILITIES (include the following by frequency)

- Assist with the promotion and implementation of Agricultural Best Management Practices including site inspections, surveying, and design and obtain appropriate job approval authority.
- Coordinate/assist with the SWCD Tree Program. This includes site visits, design and installation of tree projects, assisting landowner with tree selection and ordering.
- Report all work and accomplishments on a regular basis, including monthly board meeting reports and assist with the preparation of annual reporting requirements.
- Assist with state and local programs. Participate in and assist with educational programs, presentations, promotions, demonstrations, press releases and newsletter articles.
- Work cooperatively with state, federal and local agencies, boards and organizations in promoting various conservation programs and accomplishing the goals and objectives of established plans.
- Performs other duties as assigned by the Cottonwood SWCD or County which could include (but not limited too) Wetland Conservation Act (WCA), Subsurface Sewage Treatment Systems (SSTS), Buffers, Conservation Easements, Comprehensive Watershed Management Plans, and Feedlots.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Requires a minimum of a Bachelor's degree (BA/BS) or equivalent from a four-year college in agronomy, soil science, natural resources management, environmental studies, or related discipline; or an equivalent combination of education and experience in these areas.

CERTIFICATES AND LICENSES (position requirements at entry)

Valid Driver's License or evidence of equivalent mobility.

REQUIRED KNOWLEDGE (position requirements desired at entry)

- 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
- Demonstrated experience in building networks and coordinating projects with multiple stakeholders.
- Strong interpersonal skills and collaborative attitude; ability to present material to groups effectively.
- Self-motivation and ability to work independently without close supervision.
- Knowledge and experience related to livestock and feedlot operations.
- Knowledge of agricultural best management practices and procedures.

REQUIRED SKILLS (position requirements desired at entry)

- The operation of equipment and machinery requiring simple but continuous adjustments, such as computer keyboards, survey equipment, UTV, vehicles, and other equipment as necessary;
- Reading and interpreting technical documents such as safety rules, regulations, guidelines, policies, operating and maintenance instructions, and procedure manuals;
- Writing routine reports and correspondence;
- Organizing, planning and presenting engaging public speeches and presentations to citizen groups, organizations or committees;
- Planning and carrying out assignments independently while managing time and other duties;
- Applicants must have strong written, verbal, and communications skills. Must have strong computer skills, including knowledge of MS Excel and Word and experience with ESRI's ArcGIS software suite.
- Requires the personal communication skills to enable dealing with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the Cottonwood SWCD in matters where there are legitimate differences of opinion.
- Willingness to travel throughout the county and attend occasional evening/weekend events.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands or fingers to handle, or feel. The employee frequently is required to sit, walk, stand and reach with hands and arms. The employee is occasionally required to climb or balance, and kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally outside under various weather conditions and rough terrain. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Cottonwood SWCD

Prepared Date: 4-28-2022

TO APPLY: Send or deliver physical copy of Resume, Cover Letter, Application and other pertinent information to:

Cottonwood SWCD, attn: Program Technician Position
210 10th Street, Windom, MN 56101

If other arrangements are needed please contact our office at 507-832-8287.

DUE DATE: IN OFFICE BY - FRIDAY, MAY 13, 2022 by 4:30PM