



East Polk Soil and Water Conservation District

Position Description: District Technician

As District Technician, the District employee will be responsible for the following:

Tree Program

- Technical Lead
- Assist landowners
- Maintain inventory of trees and tree orders
- Review tree order form and prices annually
- Present to board information if tree prices need to be adjusted
- Prepare accurate tree orders, order trees, and bill in a timely manner
- Care of tree stock
- Maintenance of tree shed, and equipment used

Water Monitoring

- Technical Lead
- Coordinate with the District Manager on the Lakes program and stream monitoring
- Take DNR Lake Elevations and complete Stream Monitoring weekly May through October
- Complete Lake Monitoring done monthly on eleven lakes May through September
- Monitor four DNR Ob wells quarterly

MPCA Feedlot Program/County Feedlot Officer

- Conduct inspections in accordance with the Minnesota State Rules, Chapter 7020
- Conduct registration process and re-registration process
- Contact producers with possible needs to bring or keep their sites in compliance with state regulations
- Contact producers with information in relation to the Feedlot Program
- Maintain records of all registered feedlots in Polk County
- Submit an Annual Work Plan to MPCA
- Submit and Annual Report to MPCA
- Submit articles in the local papers and the district newsletter
- Submit a bi-annual feedlot newsletter for all of Polk County
- Work in accordance with Polk County Environmental Services
- Attend any workshops or trainings in relation to the Feedlot Program

Buffer Program

- Technical lead
- Provide landowners with technical (mapping, measuring, staking, etc) and administrative assistance
- Assist with continued compliance inspections
- Report in BuffCAT
- Work with county, watersheds, state, and other local entities with compliance checks

Rain Garden/Shoreline Restoration

- Coordinate with Technical Lead
- Assist landowners with questions pertaining to lake shore restorations and rain gardens
- Provide technical assistance to landowners for inquiries, project development, and implementation of projects
- Provide landowners with the necessary resources to complete projects
- Attend lake association meetings and other meetings as necessary

Minnesota Geological Atlas

- Establish the location of water wells provided by the University of Minnesota
- Follow the recommended procedure by the University of Minnesota
- Submit copies of data to the University of Minnesota regularly

Climatology

- Submit copies of data to the Office of State climatology monthly
- Submit yearly supply of materials to Climatology Volunteers
- Maintain adequate records to meet the Climatology program requirements

AgBMP

- Coordinate and administer the MDA Best Management Practices Loan Program

Administrative:

- Prepare employee's report for monthly board meetings
- Attend Area 1 meetings/Employee meetings
- Submit timesheet to Manager on last day of the pay period
- Submit articles for newsletter
- Submit information for the District Annual Report
- Keep District website up to date

Programs and General Responsibilities

- Assist with the District's Educational Programs including Envirothon, Water Festival, and Arbor Day
- Coordinate with all staff for newsletters, brochures, and other educational activities that promote District programs and best management practices
- Performs general office and receptionist duties
- Works with the public and cooperating agencies in a professional manner
- Maintain office records to procedures established by the SWCD and state standards
- Attends and prepares for meetings, conventions, conferences, and training on recommendation from the District Manager
- Perform other duties as necessary

And other duties as required.

