

VACANCY ANNOUNCEMENT

Position Title: District Special Projects Technician- H2Ohio

Location : Van Wert Soil and Water Conservation District
Van Wert, Ohio

Closing Date : May 5, 2021

Position

This is the position of District Special Projects Technician with the Van Wert Soil and Water Conservation District. The person selected for this full-time position, 40 hours a week, will be directly responsible to the Van Wert SWCD Board of Supervisors. This person is under the daily supervision of the SWCD Office Manager. The office is located in Van Wert, Ohio.

Duties and Responsibilities

1. Will have a thorough knowledge of the H2Ohio programs and projects including promoting, educating, implementing, monitoring and recording all projects. Have the ability to conduct group meetings to educate and encourage participation in the program.
2. Provide technical assistance to landowners of the District. This includes the layout, design and inspection of conservation practices, effective follow-up and assistance with conservation plans.
3. The applicant will assist with other related duties as requested by the Board of Supervisors or the day-to-day Supervisor.

Qualifications -

- It is preferred that the applicant have an associate or bachelor's degree in conservation, agriculture, natural resource management or some type of environmental study, or an equivalent combination of training and field experience. Applicant must have an agriculture background either through schooling or work experience to be successful in this position.
- Applicant must have knowledge of computerized data/information system, and software applications, word processing and spreadsheets, and have a valid Ohio driver's license.
- Applicants must have strong verbal and written communication skills.

- Applicant must successfully pass a background check.
- Applicant must demonstrate an ability to work well with others, possess a positive attitude, and be self-motivated.

Hours of Work -

Daily hours will be 7:30 a.m. to 4:00 p.m Monday-Friday for 40 hours a week. Flexible schedule will be required to accommodate the needs of specific seasonal work load periods. Overtime may be occasionally required.

Salary and Benefits -

Salary will be dependent upon education and experience. This is an hourly position with a salary range of \$30,000.00 - \$35,000.00 a year. Benefits include paid vacation, sick leave, Public Employees Retirement System, Medicare and health/life insurance.

How To Apply -

Applications can be obtained from the Van Wert Soil and Water Conservation District, 1185 Professional Drive, Van Wert, Ohio 45891 or by emailing the office at rebekkah.dowler@nacdn.net, or on our website. Return application and resume by May 5, 2021. Qualified applicants will be notified for an interview. Please indicate telephone hours available for follow-up contact.

Applicants will be evaluated without regard to race, color, religion, sex, or national origin.