

TITLE: Conservation Technician I (Agriculture Focus)

CLASSIFICATION: Full-time

REPORTS TO: District Manager

SUMMARY

This position works under the supervision of the District Manager and the Carlton Soil & Water Conservation District (SWCD) Board.

The position will provide expertise and support to the Carlton SWCD's planning, design, and implementation program for conservation practices. Promotion and coordination of Local, State and Federal Conservation Programs will be primary duties of this position. Project emphasis will be on water quality protection and improvement through soil erosion reduction, soil health, and related Best Management Practice implementation. The position will assist in promoting the Agriculture Water Quality Certification Program and complete program enrollment certifications for ag producers in Carlton County. The position will work cooperatively with Carlton County on implementing the Wetland Conservation Act in the county. Additionally this position will assist the Carlton SWCD with implementing a wide array of activities including outreach, education events, and demonstration projects both individually and/or as part of the team at the SWCD.

DUTIES

Provide technical assistance for planning and implementation of erosion control practices in SWCD programs.

- Design, layout, and oversee installation of erosion control practices for all SWCD related programs.
- Provide technical review for local, state, and federal permitting agencies programs.
- Provide technical assistance to local zoning authorities and landowners with erosion and sediment control zoning issues.
- Provide technical assistance to the state for implementation of the buffer law

Provide technical assistance for planning and implementing Agricultural BMPS through SWCD, USDA, and MDA programs.

- Participate on Soil Health teams as needed and link soil health initiatives to SWCD programs.
- Promote ag water quality BMPs with landowners and producer groups.
- Provide direct technical assistance in planning, design, and checkout of BMPs to landowners.
- Assist the SWCD in implementation of MDA's Ag Water Quality Certification Program.

Provide technical assistance for local, state, and federal wetland and shore land protection programs.

- Serve as the SWCD liaison to Local Government Units (LGU's) for the state's Wetland Conservation Act (WCA) and represent the SWCD on Technical Evaluation Panels as requested.

- Provide technical assistance to the SWCD's Wetland "Fee for Services" program.

Manage state cost-share program contracts.

- Develop files for each active cost share fiscal year and maintain the cost share records for those years in necessary formats.
- Assist with Cost Share Audit preparation and follow-up.
- Complete required project reporting
- Maintain inspection schedule and perform inspections accordingly

Administrative Tasks

- Assist with SWCD Events such as annual banquet, civic engagement meetings and others as assigned.
- Assist with SWCD vehicle maintenance.
- Keep detailed time records and prepare biweekly pay period time sheet, monthly board report, annual accomplishment report, and other reports as requested.
- Prepare media releases as needed.
- Provide concise, accurate project reports as required.
- Maintain GIS data layers to aid the SWCD in GIS mapping projects

POSITION REQUIREMENTS:

Required Education and Experience

Education

- A four year degree in Natural Resources, Biology, Ecological Sciences, Hydrology or closely related fields. Applicable experience may substitute for a 4 year degree.

Experience

- Knowledge of local land use practices and interactions with ground and surface water.
- Strong writing and verbal communication skills sufficient to disseminate highly technical information to local citizens and board members.
- Comfortable speaking to large and small groups of varying demographics.
- Highly motivated to work with limited supervision, and also able to take direction from multiple sources such as technical committee and volunteer committee.
- Ability to handle multiple projects and programs simultaneously.
- Accounting and/or budgeting experience.
- Knowledge of governmental agencies (MPCA, BWSR, DNR, NRCS, County and SWCD)
- Knowledge of local board operations.
- Experience with hand held GPS units and Arc GIS Programs.

Other Requirements

- Excellent communication, organizational and interpersonal skills.
- Ability to work independently.
- Interest in pursuing a career in natural water resources.
- Familiar with standard office equipment such as computers, phones, photocopiers,

- Valid driver's license and ability to operate a standard transmission vehicle.

Computer Skills:

- Proficient with Microsoft programs including Word, Excel, Outlook, Access, Publisher.
- Experience with handheld GPS units and ArcView Programs.

Physical Demands

- Requires frequent lifting of items weighing up to 60 pounds and walking in rough terrain.
- Requires working in all weather conditions.

Travel

Travel will be required primarily in Carlton County and to Duluth, but some state meetings may be scheduled. Use of personal vehicle may be required occasionally. Expenses incurred while in travel status are reimbursable in accordance with SWCD policies.

***EEO (EQUAL OPPORTUNITY EMPLOYER)** The Carlton County SWCD is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.*

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