



POSITION ANNOUNCEMENT

The Carlton Soil and Water Conservation District (SWCD), located in Carlton, Minnesota seeks a self-motivated individual to join our team in delivering exceptional conservation services to Carlton County landowners.

POSITION: Conservation Technician

CLASSIFICATION - Full-time

BENEFITS: Position is eligible for full benefits in accordance with SWCD Policies.

ANNUAL SALARY RANGE: \$30,000 - \$43,000 DOQ.

Applicants with more than 5 years experience in related field may be considered for a higher salary range.

APPLICATION PROCESS: Open until filled. To apply, download a Carlton SWCD application for employment from our website, www.carltonswcd.org and submit the completed application, cover letter and resume in a single PDF document to the Carlton SWCD Personnel Committee at contact@carltonswcd.org. Applications will be reviewed starting June 1, 2021 and accepted until a qualified candidate is selected.

CONDITIONS OF ANNOUNCEMENT: Carlton SWCD reserves the right to change the content of this announcement without notification and may withdraw the announcement at any time.

EQUAL OPPORTUNITY EMPLOYER

SUMMARY

Working under the supervision of the District Manager and the Carlton SWCD Board, provide project management and technical assistance for planning and implementation across all land uses in SWCD technical programs. Conservation Technician positions involve the execution of projects/programs, but are not responsible for their development or making decisions regarding management. These positions must show a proven ability to move assigned projects along in all aspects including: inventory and evaluation, design, and cost share contract management.

Performance measures include but not limited to:

Funding: Ability to secure and manage funding at the project level (cost share through SWCD, DNR, EQIP, ect.). Successful management of position funding grants.

Technical Skills: Planning level Technical Approval Authority for a minimum of 5 primary practices related to focus area. Goals for conservation implementation: 20 Resource Management System (RMS) plans, 20 Practice plans, 15 practices implemented.

DUTIES

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

- Design, layout, and oversee installation of conservation practices to address priority soil erosion, soil health, and water quality concerns for all SWCD related programs.
- Provide independent project management, troubleshoot project issues as needed.
- Conduct completed practice inspections as needed.

- Represent SWCD on related technical committees, boards and groups as assigned. Coordinate implementation services for landowners.
- 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.

Program Management - Complete assigned project reporting as required by fund source. Develop new project and program ideas and relay to SWCD Management.

Assist SWCD with special projects reports, and other programs and duties as assigned. Assist SWCD in outreach programs including annual meeting and others as needed. Perform DNR observation well monitoring.

Administrative Tasks - Assist with SWCD Events, 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, post pertinent project and program information on SWCD social media platforms.

POSITION REQUIREMENTS

Required Education - A four year degree in Natural Resources, Biology, Ecological Sciences, Hydrology or closely related field plus minimum 5 years of experience in related field. Applicable experience may substitute for a 4 year degree.

Required Experience

- Strong writing and verbal communication skills sufficient to disseminate highly technical information to local citizens and board members
- Knowledge of local land use practices and interactions with ground and surface water.
- Comfortable speaking to large and small groups of varying demographics.
- Experience working with limited supervision and taking direction from multiple sources.
- Ability to handle multiple projects and programs simultaneously.
- General math skills for project cost accounting and/or program budgeting.
- Knowledge of governmental agencies (MPCA, BWSR, DNR, NRCS, County and SWCD)
- Experience with hand held GPS units and Arc GIS Programs.
- Familiar with standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- Proficient with GSuite programs including Google Docs, Sheets, Forms and Gmail as well as Microsoft programs Word, Excel, PowerPoint and Publisher.
- Valid driver's license and ability to operate a standard transmission vehicle.

Preferred Requirements

- Job approval authority for conservation practices in the Natural Resources Conservation Service (NRCS) agency system.
- Familiarity with MN Board of Water and Soil Resources (BWSR) E Link reporting system.
- MN DNR Approved Forest Stewardship Plan Writer credentials
- Excellent communication, organizational and interpersonal skills.

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 required. Use of a personal vehicle may be required occasionally. Expenses incurred while in travel status are reimbursable in accordance with SWCD policies.