

## **POSITION DESCRIPTION**

SWCD Grant Funded District Soil Technician  
Warrick County Soil & Water Conservation District

## **POSITION SUMMARY**

This full time position provides technical & educational support to the Warrick County Soil and Water Conservation District in carrying out the SWCD's programs in conformance with the purpose of the SWCD as defined in Indiana District Law (IC 14-32). This professional position requires technical knowledge and/or work experience in soil conservation measures and natural resources management. Position will also provide educational support to both youth and adult in regards to soil & water conservation practices in Warrick County.

## **PRIMARY TECHNICAL RESPONSIBILITIES**

- a. Assist in carrying out duties, programs and contractual obligations of the District.
- b. Assist the Board of Supervisors and NRCS personnel in the contractual paperwork, planning, survey, design and construction of conservation practices.
  1. By assisting with the paperwork of new conservation program applications.
  2. By creating maps, plan data in NRCS ToolKit, assist with folder preparation, data collection and planning assistance.
  3. Make field visits, complete construction checks, and assist with initial planning of practices on various conservation projects. Work with Conservation Implementation Team (CIT) as needed for training and assistance of engineer practices in Warrick County.
- c. Assist various agencies, groups and individuals in overcoming existing problems due to severe soil limitations, flooding, erosion, siltation and related problems. This assistance will be provided to help insure a high quality state of soil and water resources for future generations.
- d. Assist in providing technical resource data to be used in plans and other documents that relate to and involve Warrick County's soil and water resources in urban and agriculture areas.
- e. May be asked to perform various education activities of the SWCD. May include working with various news media, schools, universities, civic clubs, groups and other organizations.
  1. Develop and/or continue educational programs such as Ag Day's, Farmers markets and both indoor and outdoor conservation classroom activities.
  2. Establish conservation programs in Warrick County classrooms.
- f. Assist in carrying out other duties and programs that are in the best interest of the SWCD, such as grant applications and implementation, long range planning, establishing priorities based on the priorities of the District.
- g. The Technician understands and agrees that data, materials and information disclosed to the Technician may contain confidential and protected data and therefore promises and assures that all said data, material and information will not be disclosed or discussed with others without the prior written consent of the District.
- h. The Technician understands that all plans, preliminary outlines, sketches, designs and any and all other property and materials shall be sole property of the District.
- i. Other duties as assigned by SWCD Board and/or Executive Director.

## **POSITION REQUIREMENTS**

- a. A degree in environmental science, agricultural education or other natural resources area is preferred but not required. Experience in water quality, erosion and sediment control,

- agronomy, ag education or natural resources management is a plus.
- b. Ability to interpret maps, charts and graphs.
  - c. Excellent oral and written communication skills, organizational skills and the ability to prioritize variable workload.
  - d. Ability to work with persons from other organizations, agencies and groups in a professional manner to project a favorable image of the SWCD.
  - e. Must possess excellent computer skills and knowledge in word processing and database spreadsheets. Geographic Information Systems (GIS) skills beneficial.
  - f. Must possess an ability to coordinate educational events and/or plans and carry them out.
  - g. Must be available to attend periodic conferences, workshops and training programs to maintain awareness of current conservation issues.
  - h. Travel outside the office and the county on behalf of the SWCD may be necessary. Mileage reimbursement will be provided at allowable rates set by county.
  - i. Must possess and retain a valid State Motor Vehicle Operator's license and a driving record which permits the District to maintain standard risk insurance.
  - j. Must pass a criminal background check which is necessary to access office equipment.
  - k. A prompt and professional work appearance is desired.

## **SUPERVISORY RELATIONSHIPS**

- a. This position is under the direct overall supervision of the Soil and Water Conservation District Board of Supervisors. Final personnel decisions, hourly rate, work priorities, work schedule and performance appraisal are the responsibility of the Warrick County SWCD. These responsibilities will not be delegated or given to any other Board or individual.
- b. It is to be understood that the Warrick County SWCD Board of Supervisors has the right to change the job description at any time they deem necessary.
- c. Day to day supervision will be provided by the Executive Director. Due to the nature of the work that the SWCD and NRCS staff perform and in an attempt to keep the office open to serve the residents of the county, requested time off and other job related request must go through the Warrick SWCD Executive Director before being granted. Emergency situations are understood and should be addressed promptly by contacting the Executive Director as soon as possible.
- d. Payroll service records are to be submitted biweekly the Warrick Co. SWCD Office Manager and it is the technician's sole responsibility to turn these in.

## **EVALUATION OF PERFORMANCE**

- a. This position is subject to a 90-day probation period. Upon successful completion of the probation period, the Board of Supervisors and/or the Executive Director will provide the incumbent with a performance appraisal after the first 180 days and then at least once a year after that date.
- b. Performance shall be measured against duties set forth in this job description and the manner in which they are performed (quantity, quality of work and timeliness).
- c. Supervisors may seek input from other staff in performing this appraisal, but have final authority on decisions relative to performance appraisals and personnel actions.
- d. Performance reports are requested at each District's monthly meetings as a way to track conservation work for grant requirements.

## **WORK SCHEDULE**

Normal work hours will commence at the District office. A daily/weekly work schedule will be established once the position is filled and meets the demands of the position. Work hours may be extended to reflect workload demands. Limited attendance at night meetings or weekend activities may be necessary.

## **WORKING CONDITIONS & PHYSICAL DEMANDS**

Position includes computer, office and field work on farms in Warrick County. Applicants should be in good physical condition and capable of walking and carrying surveying equipment in extreme temperatures. Visits to construction sites are required and typical hazards will exist such as dust, heavy equipment traffic, etc. On the job training will be provided.

Use of personal vehicle may be routinely required in the field. Technical specialist may accompany NRCS, ISDA or SWCD staff for transportation.