

**PIPESTONE SOIL AND WATER CONSERVATION DISTRICT
DISTRICT TECHNICIAN JOB DESCRIPTION**

POSITION TITLE

SWCD District Technician

POSITION LOCATION

1016 8th Ave. SW
Pipestone, Minnesota 56164

CLASSIFICATION

Position is based on a 40-hour work week.
FLSA non-exempt

AUTHORITY

- Hiring for this position will be made upon the recommendation of the Environmental Administrator, with final approval by the Pipestone Soil and Water Conservation District Board of Supervisors.
- Employment in this position is subject to a six-month probationary period.

COMPENSATION & BENEFITS

- Hourly wage: \$26.40 – \$35.63
- Fully funded single health insurance + HSA contribution
- Significant family health insurance funding
- Various ancillary benefit options
- Generous paid leave including vacation, sick and holidays
- Employer contribution of 7.5% to PERA pension plan

POSITION SUMMARY

Serving as the primary technical contact for the Pipestone Soil and Water Conservation District, the District Technician works independently under the general supervision of the Environmental Administrator. The District Technician provides technical assistance to landowners, agricultural operators, and other stakeholders in Pipestone County to support the planning, design, and implementation of conservation practices. This position promotes the protection of soil, water, and natural resources while assisting with state, federal, and local conservation programs.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

The District Technician is responsible for carrying out technical and program-related activities to support the mission of the Pipestone SWCD. Primary duties include:

- Provide technical assistance to landowners and operators within the district to address soil, water, and natural resource concerns.
- Enroll landowners into conservation programs and contracts in compliance with local, state, and federal guidelines.
- Promote, coordinate, and implement conservation projects and programs.
- Conduct field surveys, prepare designs and layouts, and perform inspections of conservation practices to ensure compliance with technical standards.
- Assist with feedlot compliance inspections.
- Assist with planning, coordination, and implementation of the District's tree and seeding programs.
- Conduct well and stream monitoring activities, including sampling, data collection, and reporting.
- Collaborate effectively with district staff, partner agencies, organizations, and units of government; ability to work independently or as part of a team.
- Attend training to obtain and maintain job approval authority, and participate in ongoing professional development to enhance performance and technical knowledge.
- Support the daily operations of the Conservation and Zoning Office, and perform additional duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma/GED
- Valid driver's license and reliable transportation.

PREFERRED QUALIFICATIONS

- Post-secondary education in natural resources, environmental science, agronomy, agricultural engineering, or a related field.
- Relevant work experience in conservation, agriculture, or a natural resource field.
- Knowledge of conservation practices, agricultural operations, and land management principles.

- Familiarity with federal, state, and local conservation programs.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Ability to communicate clearly and effectively with landowners, partners, and the public.
- Ability to work independently and effectively with diverse clientele.
- Knowledge of crop farming, livestock, soils, water, wildlife ecology, wetland and grassland management, and the ability to apply management tools and practices to address resource concerns.
- Knowledge of conservation programs, policies, and technical standards.
- Strong verbal and written communication skills.
- Strong organizational and time management skills.
- Experience or knowledge in GIS and/or CAD applications.
- Ability to travel within and outside the county.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

In a typical workday, this position involves approximately five hours of sitting, two hours of standing, and one hour of walking. Duties will be performed in both an office environment and outdoors in variable weather conditions. Additional physical demands include:

- Mobility: Occasional bending, squatting, kneeling, crouching, reaching above shoulder level, reaching below the knee, and pushing/pulling.
- Lifting/Carrying: Occasional lifting and carrying of up to 50 pounds.
- Communication: Frequent need for clear verbal and written communication.
- Frequent need for hearing normal conversation.
- Frequent use of far acuity and full field of vision. Continuous need for near acuity.
- Equipment/Tools: Frequent work with and around standard office machinery.
- Vehicles/Machinery: Regular operation of a pickup with trailer and tractor during the tree planting season.
- Work Positioning: Frequent work at chest and shoulder height.

Access to Not Public Data

The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to fulfill the employment responsibility. While data are being accessed, incumbent should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions Ch. 13 Minnesota Government Data Practices Act.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all duties performed by personnel so classified. This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Pipestone Soil and Water Conservation District is an Equal Opportunity Employer.