

**ADAMS SOIL AND WATER CONSERVATION DISTRICT
POSITION DESCRIPTION**

TITLE: AGRICULTURAL TECHNICIAN

Nature and Purpose of Work

This position is with the Adams Soil and Water Conservation District (Adams SWCD), which includes all of Adams County, Ohio, and its incorporated towns and villages. This position has four principle responsibilities: 1) to provide technical information to the public regarding conservation planning and construction, 2) to assist NRCS with technical work on conservation practices, 3) provide environmental education to the public, and 4) elevate our District's presence and programs through public outreach using technology such as website and social media or other audio and visual methods as well as newspaper articles, radio shows and public speaking.

Essential Functions of the Position

The person filling this position must be a highly self-motivated individual that is able to work without immediate supervision and properly manage their own work schedule and appointments. Employee must demonstrate a willingness to share information to promote conservation. This person must be willing and able to learn new skills as the District's annual plan of work changes. This person must be able to meet deadlines and be polite and courteous in all dealings with fellow staff, partnering agencies, elected officials, clients and the general public. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Adams Soil and Water Conservation District. This person must be able to work outside regular business hours including evenings and weekends as needed as well as go outside the county for meetings or training and stay overnight if necessary.

Preferred Qualifications of the Position

Employee must be a high school graduate. Any experience, education or higher degree in agriculture, environmental science, biology, natural resources or Geographic Information Systems (GIS) is preferred. Employee must hold a valid state driver's license, have and maintain automobile insurance, be able to secure a certificate of insurance for "drive other cars", have and be able to drive personal vehicle while at work when needed for work (will be compensated per mile), have the physical ability to maneuver rough and steep terrain on foot, and be able to function in a smoke-free work environment. Employee must be able to pass the federal background check that would enable them to use the USDA computers and maintain that certification. Employee must become proficient with hardware and software technology pertaining to GIS, AutoCAD, surveying equipment, and/or other agricultural equipment.

Equipment Operation Requirements

Equipment the employee must be able to operate includes computer hardware/software used for GIS mapping as well as standard office equipment and proficiently operate audio/visual equipment and other technical equipment as necessary. Employee must also be able to drive an automobile, mini-van, ATV and pickup truck as well as tow or back a trailer.

Work Environment Hazards of the Position

Hazards of this job that the employee should be aware of include, but are not limited to, rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on a computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

General Duties and Responsibilities

At least 50% of employee time must be spent on duties related to NRCS's Climate Smart Agriculture and Forestry Mitigation Activities by coordinating and implementing agricultural programs with Adams SWCD and NRCS including but not limited to the following categories:

- Soil health
- Nitrogen Management
- Livestock partnership
- Grazing and pasture
- Agroforestry, Forestry and Wildlife Habitat
- Energy, Combustion and Electricity Efficiency
- Wetlands

Respond in accordance with ODA's Standard Operating Procedures for Agricultural Pollution Abatement Program.

Assist in program outreach, planning, and implementation of H2Ohio and related programs. Facilitate and participate in agricultural educational programming, networking, and coordination.

Work with local NRCS staff to implement conservation planning and programming.

Assist with Local Work Group Meetings

Assist other district staff as needed and promote District programs in all situations.

Attend all training and workshops as deemed necessary by the District Administrator.

Prepare and present monthly reports to the Board, or as requested, attend monthly Board meetings.

Utilize the Beehive data management system or any subsequently implemented database system for time sheets, project tracking, and project development and submit all required reports.

Willingly perform all other duties as assigned or approved by the Board or District Administrator.

Supervision and Guidance

A full-time, 40 hours per week job, this position will be responsible to the Adams Soil and Water Conservation District Board of Supervisors, with daily supervision and guidance provided by the SWCD District Administrator. The SWCD Board will determine and set the salary and benefits for this position.

Hours of Work

Office hours are 8:00am to 4:30pm Monday through Friday with a half-hour lunch period. Occasional evening or weekend work hours for meetings, field days, or public events. Work hours will follow the current employment policy.

Salary and Benefits

The selected applicant will participate in the Public Employees Retirement System (PERS), vacation and sick leave, life insurance, health insurance, Medicare and workers compensation.

Equal Opportunity Employment

All district and NRCS programs and positions are offered on a nondiscriminatory basis without regard to race, color, national origin, age, gender, religion, marital status, family status, disability, sexual orientation or political affiliation.