

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

TITLE: DISTRICT CONSERVATION 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 three principle responsibilities: 1) to provide all technical information to the public regarding soils information and conservation planning and construction, 2) to assist NRCS with technical work on conservation practices 3) provide environmental education to the public.

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. He/she must demonstrate a strong knowledge of soils and their capabilities and limitations. He/she 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. 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

An associate's degree or higher in agriculture, environmental science or Geographic Information Systems (GIS) is required for this position or three years or more of similar work experience. He/she 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. He/she must be able to pass the federal background check that would enable them to use the USDA computers and maintain that certification.

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. 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

1. Provide technical and engineering field assistance to District cooperators, units of government and landowners in the areas of soils, construction, agriculture, pond maintenance, timber harvest and water quality.
2. Assist with conservation plan development in accordance with NRCS standards and specifications.
3. Prepare engineering plans for conservation projects according to the NRCS standards and specifications.
4. Assist in conducting tours, field days, public viewing of demonstrations including equipment, plots, practices, etc.
5. Assist the District with promoting our programs utilizing all forms of media including newspaper articles, radio shows, public speaking, website and social media.
6. Able to proficiently operate computers and technical software, FAX machines, copiers, audio/visual equipment and other technical equipment as necessary.
7. Attend all regularly scheduled SWCD Board meetings, plus other meetings, training sessions, and workshops as deemed necessary by the District Administrator or Board of Supervisors.
8. Assist with the planning and organizing of the District's annual meeting, tree sales, county fair display, Envirothon, 7th Grade Conservation Field Days and any other special activities of the District.
9. Develop weekly schedule, tracks daily work, and makes own appointments.
10. Adheres to the requirements outlined in the Adams SWCD Personnel Employment Policy.
11. Performs other duties as assigned by the Adams SWCD District Administrator or Board of Supervisors.
12. 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.

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.