



2008 Mahogany St. Ste 3  
Mora MN 55051  
(320) 679-3982  
Deanna@KanabecSWCD.org

## ***Job Announcement:***

District Technician – Position Description

**Applications Due: April 22, 4:30 pm, 2019**

THE POSITION

Date Prepared: 3/12/19

This Kanabec SWCD technician position will encompass a variety of natural resources technical duties. Given the variety of land uses in the county, this position will be working on forest, pasture and cropland resources. This position is expected to work independently, in a team environment and in coordination with other conservation professionals. The main duties include addressing our local resource concerns by utilizing private, non-profit, local, state and federal resources. The successful candidate will primarily work with landowners to solve their concerns and the resources' conservation needs simultaneously. This position provides technical assistance under policies established by the Kanabec Soil and Water Conservation District; coordinates and administers conservation programs and assists in the implementation of the Aquatic Invasive Species Plan for Kanabec County. The specific duties of this position will change, as the needs of the District change. This position will be expected to adjust to these changes.

TYPICAL DUTIES:

- ✓ Coordinate with landowners in planning conservation measures for their property to meet soil and water quality protection and landowner goals. Some examples of existing and planned practices include cropland erosion control measures, forestry stewardship plan writing, feedlot runoff treatment, nutrient management, crop residue management, cover crops, native prairie grass establishment, buffer strips, shore land restoration, abandoned well sealings and wetland restorations.
- ✓ Coordinate various local, state and federal conservation programs and grants as assigned. Some examples of existing and planned programs and grants include various Clean Water Legacy, Clean Water Protection, Sustainable Forest Incentive Act, Environmental Quality Incentives Program, Agricultural Water Quality Certification Program, and the Ag. Best Management Practices Loan Program.
- ✓ Utilize Civic Governance principles in coordinating conservation with our partners and land owners.
- ✓ Assist with the district annual tree program.
- ✓ Assist in delivering educational programs in Kanabec County. A few examples include field days, demonstration events, the Envirothon, aquatic invasive species, and press releases.
- ✓ Tracking and administration of Minnesota's new buffer law will be a team effort, however the successful candidate will take the lead in the organization and implementation of this initiative.

## Empowering Conservation in Kanabec County Since 1950

- ✓ Assist with numerous other assigned duties.
- ✓ Land owner contacts and communications, including phone calls, follow-up and written correspondence (via. letters and e-mail) as needed to coordinate planning, contracting, design and project implementation.
- ✓ Assist in well and water quality monitoring.
- ✓ May involve evening and weekend duties and meetings.

### EDUCATION AND EXPERIENCE:

- ✓ A Four-year degree in Natural Resources or related field. Applicable experience in natural resource management may be substituted for minimum educational requirements.
- ✓ Education or experience in forest management for writing private land owner's Forest Stewardship Plans.

### KNOWLEDGE:

- ✓ Knowledge or experience in the following computer software programs: Word, Excel, ArcGIS, Power Point, Publisher and Access.
- ✓ Knowledge in forest management practice, programs and principles.
- ✓ Knowledge of various state and federal conservation programs, such as State Cost Share, the new Buffer and Soil Loss Law, Aquatic Invasive Species Program, the Low Interest Loan Program, Reinvest in MN easements, the Conservation Reserve Program, the Environmental Quality Incentives Program and the MN Ag. Water Quality Certification Program.
- ✓ Familiar with state grant programs such as Clean Water Funds (BWSR), Conservation Partnership Legacy (DNR) and Clean Water Protection (MPCA).

### SKILLS AND ABILITIES:

- ✓ Excellent written and verbal communication skills.
- ✓ Great interpersonal skills to interact with a wide variety of people.
- ✓ Ability to proficiently use mobile devices such as tablets and GPS units.
- ✓ Writing, photography and design skills as needed to produce materials for public outreach and education for promoting conservation practices and programs.
- ✓ Ability to contribute innovative ideas in conservation projects and marketing.
- ✓ Skills in conducting meetings and educational workshops to facilitate the exchange of information and ideas, confirm decisions, and produce written meeting outcome documents.
- ✓ A vehicle and a valid Minnesota Drivers' License as personal vehicle may be used at times to complete job duties.
- ✓ Ability to work safely around open water and perform safe boating practices.

MINIMUM QUALIFICATIONS:

- ✓ A Four-year degree in Natural Resources or related field. Applicable experience in soil and water resource management may be substituted for minimum educational requirements. If experience is used in place of education, then the minimum education required is a high school diploma or equivalent.
- ✓ A vehicle and a valid Minnesota Drivers' License as personal vehicle may be used at times to complete job duties.
- ✓ Great interpersonal skills in order to interact with a wide variety of people.
- ✓ Successfully pass a security background check.
- ✓ Excellent written and verbal communication skills.
- ✓ Great attention to detail is required for client's objectives, financial matters and practice design elements. Pre-planning and goal setting are needed to ensure deadlines are met.

WAGES AND BENEFITS:

\$22.21-27.19/hr. (\$46,374 – 56,773/yr.) Pay dependent on qualifications and experience.

POSITION LOCATION:

Kanabec SWCD – 2008 Mahogany St Ste 3, Mora MN 55051

WORK ENVIRONMENT:

The position requires exposure to all weather outdoor conditions such as prolonged walking over rough terrain. There may be exposure to deep water, snow and icy conditions. May work around large earth moving or tillage equipment, herbicide and chemical spray operations; which require safety precautions. Protective gear and clothing such as hard hats, boots, and gloves may be necessary.

PHYSICAL REQUIREMENTS:

Stooping, kneeling, balancing, crouching, reaching, standing, carrying, lifting, grasping, talking, hearing and seeing may all be required. Some of these activities may be required on a repetitive basis. Lifting requirement is 50 pounds on an occasional basis; 10 pounds on a more frequent basis. This position requires walking on various types of terrain.

EQUAL CONSIDERATIONS:

The Kanabec Soil & Water Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.