

Nobles County Soil and Water Conservation District District Technician Job Description

POSITION PURPOSE

The purpose of this position is to provide technical services to the cooperators of the Nobles Soil and Water Conservation District. The District Technician will market conservation programs such as CRP, CCRP, CREP, WRP, MAWQCP and WHIP as agreed through the Farmbill Assistance Program. The District Technician will also plan and implement district drill seed sales and tree program, help with the survey and design of conservation practices, manage and maintain district equipment and provide assistance with permitting, public education, as well as many other activities related to conservation as directed by the District Manager.

Basic Qualifications

This position requires a bachelor's degree in Agriculture, Natural Resources, Civil Engineering, Soil and Water Resource Management, or similar field, or an equivalent combination of education and experience will be considered. A minimum of one year of recent related experience is preferred. A valid driver's license is required.

REPORTS TO

The District Technician will report to the District Manager regarding office operations. Annual evaluation of the District Technicians performance is the responsibility of the District Manager.

-
- A. Assist the District Manager in the marketing of conservation programs that achieve grass, wetland cover, reduced erosion and increased water quality.
 - 1. Market programs such as CRP, CCRP, CREP, WRP, WHIP, RIM, MAWQCP and other local, state, and federal programs.
 - 2. Implement conservation practices.
 - 3. Guide landowners to appropriate staff, programs and agencies when necessary

 - B. Plan and implement the District Tree Program.
 - 1. Order trees and shrubs from nurseries, develop tree order forms and maintain inventory of trees sold and remaining stock on hand.
 - 2. Develop site plans for windbreaks, living snow fences, riparian buffers and wildlife plantings.
 - 3. Plant trees according to site plans.
 - 4. Help customers obtain cost-share assistance when eligible for programs.
 - 5. Assemble orders of trees and tree mats and distribute them to clients.
 - 6. Install tree mats as requested by landowners / operators.
 - 7. Maintain tree building at the Nobles County Fairgrounds
 - 8. Provide customers with information on weed control and tree diseases and disease prevention.

 - C. Plan and Implement the District Drill and Seed Sales Program
 - 1. Schedules, transports, sets and maintains the drill to plant waterways, CRP and other conservation practices.

2. Promote the District Drill and Seed Sales Program.
 3. Assemble seed orders and coordinate their delivery.
- D. Perform technical and engineering tasks in assigned areas.
1. Assist NRCS and FSA staff in the design and implementation of land treatment practices including, but not limited to the following: farmstead and feedlot windbreaks, block tree plantings, field windbreaks, terrace systems, diversions, grassed waterways, contour farming, conservation tillage, water impoundment structures, animal waste control facilities, Conservation Reserve Program (CRP) contracts, and Conservation Reserve Enhancement Program (CREP) and Reinvest in Minnesota (RIM) easements.
 2. Record observation well readings monthly for the Minnesota DNR.
 3. Conduct rain and snow measurements daily for the State Office of Climatology.
 4. Conduct status reviews on State and Federal Contracts.
 5. Assist Landowners and other staff with buffer compliance.
- E. Manage Operate and maintain district vehicles and equipment.
1. Ensure that regularly scheduled maintenance is completed on district vehicles and that they are kept clean and in safe operating condition.
 2. Schedule, operate and maintain tree planters.
 3. Schedule, operate and maintain the native grass drill.
 4. Inspection and maintenance of the District Garage and FFA Tree Barn.
- F. Assists and cooperates with the District Manager and Accountant/Administrative Assistant with SWCD sponsored resource management education programs.
1. Supports the SWCD and other conservation organizations with education activities, program promotions through news releases, newsletters, radio interviews and booths at organized events.
 2. Coordinates with NRCS staff and watershed districts to provide annual tour for fifth grade students at the Prairie Wetland Learning Area and the Adrian Learning Area.
 3. Works annually at the Area V Environmental Fair and area Envirothon
- G. Assist the District Manager with the monitoring, water testing of waters within Nobles County as directed by MPCA.
1. Assist local watershed districts with the monitoring of impaired waters.
 2. Assist MPCA with the listing of new water bodies as impaired.
 3. Serve on the Technical Panels associated with TMDL's within Nobles County as directed by the Technical Coordinator.
- H. Assist the District Manager, Accountant/Administrative Assistant and NRCS Personnel with clerical office activities.
1. File needed forms as directed.
 2. Assemble files and contracts as directed.
 3. Other clericals duties will be added as programs and regulations are added or changed.
 4. Participates in SWCD staff meetings and grant writing opportunities.

5. Experience with ArcMap-GIS software and GPS survey equipment.
- I. Assist the District Manager and Financial Specialist with the development and distribution of district newsletters, reports and other information.
- J. Assist the District Manager and Financial Specialist in any aspect of District operations deemed necessary as programs and equipment change.
- K. Assist the Nobles County HHW department with collection of pesticide, electronics, tires and household hazardous waste.
- L. Assists with the implementation of the Minnesota Wetland Conservation Act program for Nobles County.
- M. Administers and implements the Minnesota Wetland Conservation Act program for Nobles County.
 1. Evaluates and acts on WCA applications according to the requirements of the WCA rules.
 2. Evaluates and acts on wetland replacement plans.
 3. Enforces Wetland Conservation Act as necessary.
 4. Serves on technical evaluation panel and coordinates meetings when needed.
 5. Reviews watershed district permit applications for compliance.
 6. Issues certificates of exemption and contractor notification forms when appropriate.
 7. Evaluates and approves wetland banking applications when appropriate.