Carroll Soil & Water Conservation District

Job Description

# Title: Agronomic & Natural Resource Technician

**Introduction:**

This position is responsible for field and office technical duties and assisting with education programs for the Carroll Soil & Water Conservation District.

# Technical Duties and Responsibilities

1. Provide technical and engineering field assistance to District cooperators and units of government.
2. Prepare engineering plans for conservation projects as have been identified in the Districts Annual and Long Range Plans. The development of the plans will follow the guidelines established by NRCS National Engineering Manual and related handbooks to meet design and plan preparation requirements.
3. Assist in the development of conservation plans for District cooperators applying conservation practices including, but not limited to grazing plans, CNMP’s, woodland management plans, crop production plans and general conservation plans. Participate in the ODNR’s Technician Development Program and eventually obtain approval statics.
4. Develops and maintains resource inventories, processes cooperator applications, completes various reports regarding the conservation program, and write news articles.
5. Coordinates the transportation and rental of District owned or leased equipment.
6. Performs preventative maintenance on automotive, tillage, engineering and office equipment assigned by NRCS to the work unit and/or owned by the SWCD.
7. Actively participate in staff meetings, training meetings and inspections.
8. Is proficient in the use of computers, facebook, webpage, powerpoints, GIS and can learn ODNR, SWCD, NRCS and other computer programs.
9. The ability to learn and operate basic testing equipment used to obtain technical data from soil, water and plant samples.

## Program Assistance

1. Assist in conducting tours, field days, public viewing of demonstrations including equipment, plots, practices, etc.
2. Provides leadership in the recruitment of volunteers to assist with District programs.
3. Assist with the District programs as needed.
4. Prepares and maintains all records, reports and forms required by SWCD, NRCS, FSA, ODNR, OFSWCD and OSWCC.
5. Performs other related duties as required by day-to-day supervisor.

**Shared Administrative Duties & Responsibilities with District Administrator**

1. In cooperation with various federal, state, and local agencies, assesses the need for conservation work within the District and recommends actions and programs to meet these goals.
2. Maintains personal contact with District cooperators, local school boards, and school systems, civic groups, 4-H, and be able to explain the District conservation programs to the public.
3. Identifies sources and recommends actions to the Board to secure operating funds for the District.
4. Reviews and signs time and activity sheets in order to verify employee attendance, overtime worked and leave taken. SWIMS information will be maintained before the end of each pay period.
5. Initiates and directs a public information program through individual contacts, tours, newspaper, radio, TV, district newsletter, public appearance at civic groups, public schools, youth groups and other avenues.
6. Keeps abreast of all federal, state and local laws that affect the conservation work within the District.
7. Compiles background information to facilitate the decision-making and policy setting function of the Board.

Essential Functions

1. Ability to attend normal work hours of 8:00 a.m. to 4:30 a.m. and required to attend evening and weekend meetings or overnight meetings on occasion.
2. Must have the ability to cross livestock fences and walk steep terrain. Also perform duties during inclement weather.
3. Must be able to operate a vehicle and possess a valid driver’s license.
4. Must be insurable to operate government vehicles.
5. 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 Carroll Soil and Water Conservation District.

**Supervision and Guidance**

 The position is under the daily supervision of the District Administrator. General technical supervision is received from the District Conservationist. The Natural Resources Specialist is responsible for making his/her own appointments, for developing his/her weekly schedule and changing the schedule as necessitated by requests for assistance and weather conditions. The work is occasionally spot checked by NRCS for compliance with technical standards specific technical guides. Manuals and handbooks are available for his/her use. An appropriate training schedule is worked out with the District Administrator through the Program Specialist will assist in the orientation and training involving educational and other activities of the district.

**Performance**

 The performance of each duty is this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. During this review, career opportunities, salary advancement and its concerning the employee’s professional growth and employment are discussed. The employee agrees that all assistance is provided without regards to race, color, national origin, age, sex, religion, marital status, and handicap.