

PIKE SOIL & WATER CONSERVATION DISTRICT

DISTRICT TECHNICIAN JOB DESCRIPTION

This position description is not intended to limit an employee's activity, it is intended to provide a framework for minimal job duties. Employees are expected to perform their duties and assist Pike SWCD Board of Supervisors and staff as needed in a cooperative and positive manner.

This position shall be known as the District Technician of the Pike Soil and Water Conservation District. The District Technician is responsible for performing field and office technical duties of the Pike Soil and Water Conservation District. This position is full-time; working 40 hours per week.

The District Technician is under the daily supervision of the District Administrator. Training for the position will be provided by the Pike SWCD Board of Supervisors, District Administrator, ODA-Division of Soil and Water Conservation, and the USDA Natural Resources Conservation Service (NRCS).

DUTIES & RESPONSIBILITIES

1. Provide technical and engineering assistance to District cooperators and units of government.
2. Prepare engineering plans for conservation projects as have been identified in the District's Annual Plan of Work and Long-Range Plan. The development of the plan will follow the guidelines established in the NRCS National Engineering Manual and related handbooks to meet, design and plan.
3. Provide technical information to landowners and land users.
4. Assist in development of resource conservation plans for District cooperators applying conservation practices.
5. Assist in conducting tours, field days, public viewing of demonstrations including equipment, plots, practices, etc.
6. Performs preventative maintenance on automotive, engineering and office equipment assigned by NRCS to the work unit and/or owned by the Pike SWCD.
7. Develops and maintains resource inventories, completes various reports regarding the conservation program.

8. Maintains personal contact with District cooperators and able to explain the District conservation programs to the public.
9. Provide assistance to landowners and land users under S.B. 160 procedures and provide assistance to farmers to stay in compliance under the provisions of H.B. 88 and the Farm Bill.
10. Assist with District programs as needed.
11. Prepares and maintains all technical records, reports, and forms required by SWCD, NRCS, FSA, ODNR, OFSWCD, and OSWCC.
12. Performs other related duties as requested by day-to-day supervisor, Board of Supervisors, and the NRCS District Conservationist
13. 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 Pike Soil and Water Conservation District.
14. Complete daily timesheet and maintain cooperator database, conservation projects and current initiatives via Beehive.
15. Attend training sessions to partake in personal growth opportunities to benefit the Pike Soil and Water Conservation District.
16. Accepted employee must within two (2) years of employment complete NRCS Apprentice Conservation Planner Certification and required engineering practices to obtain Engineering Job Approval.
17. Attend Pike Soil and Water Conservation District's monthly board meetings. Attend additional meetings and activities as requested by the Board or the daily supervisor.
18. Coordinate the rentals of the Pike Soil and Water Conservations no-till drills including:
 - Assist with setup of drills (seed rates, depth, etc.)
 - Inspect the drills after each use and report to the District Administrator if repairs are needed.
 - Document beginning and ending meter readings and submit to the District Administrator.

MINIMUM QUALIFICATIONS

- Must be at least 18 years of age
- Valid Ohio driver's license
- Current automotive insurance

- Interest and experience in agriculture
- Associates Degree in the general field of natural resources **preferred**
- Must be physically capable of performing the duties and responsibilities of the position including working in adverse weather conditions.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. During this review, career opportunities, salary advancement and items concerning the employee's professional growth and employment are discussed. The employee agrees that all assistance is provided with out regards to race, color, national origin, age, sex, religion, marital status and handicap.

Adopted by the Pike Soil and Water Conservation District Board of Supervisors as recorded in the official record on May 23, 2019.

Dave Adams
Dave Adams, Chairperson

5/23/2019
Date

I have read the District Technician job description and can perform the responsibilities of the position with or without reasonable accommodations. I have also met the minimum acceptable qualifications as required of this position. I understand that employment can be terminated if work is unsatisfactory.

Employee's Signature

Please Print Name

Date