Noble Soil & Water Conservation District

Agriculture/Natural Resources Technician Position Description

**Description of Position:**

The Agriculture/Natural Resource Technician is an employee of the Noble Soil & Water Conservation District. The position is under the direct supervision of the District Administrator and the Board of Supervisors. The position is responsible for providing youth and adult education programs in natural resources, technical assistance in agriculture, forestry, and wildlife to private landowners, and local units of government throughout Noble County. The Technician will be responsible for developing his/her daily, weekly, and monthly schedules with minimal assistance. Employee should have an outgoing personality that can communicate and work well with children and adults.

**Salary/Insurance/Work Hours**

* Commensurate with experience, qualifications and available funding. Salary range will be from $27,040 to $33,280.
* Employee will be under the Ohio Public Employee Retirement System and will be eligible for vacation, sick leave, comp time, eye and dental insurance, life insurance, and the County health insurance benefits. The Noble SWCD will cover 80% of your health insurance benefits.

*Or*

 A cash option

* Medicare, Workers Compensation, Unemployment Compensation
* Ten Paid Holidays per calendar year.
* Vacation Leave of 2 weeks for first 8 years beginning after 1 year of service, 3 weeks through 15 years, 4 weeks through 25 years, and 5 weeks beyond 25 years.
* Sick Leave accumulating at 4.6 hours for each 80 hours of service.
* Compensatory Time (1.5 times) for hours worked beyond 40 in a week. Also have the option to flex work hours instead of comp time. Comp time must be approved on case by case basis by Office Administrator.
* Normal work hours are Monday thru Friday 8:00 am until 4:30 pm.

**Duties and Responsibilities**

* Assist landowners in developing, applying, and maintaining conservation practices on private and public lands.
* Provide technical assistance and education to individual landowners in the successful development and installation of conservation practices in cooperation with the USDA Natural Resources Conservation Services (NRCS) and the ODA Division of Soil and Water Conservation.
* Prepare and maintain forms used in providing assistance to land users, land owners, administrative records, progress reporting, and all other field office records necessary for documentation and preparation of reports to Noble SWCD Board, ODA, OSWCC, ODNR – Division of Forestry, ODNR – Division of Wildlife, Noble County Auditor, and USDA-NRCS. Enter required information in SWIMS reporting program.
* Responsible for assisting in planning tours, field days, technical workshops, and public viewing of demonstrations including Soil and Water Rental Equipment, plots, practices, etc.
* Responsible for scheduling, delivery, setup, calibration, maintenance, and minor repairs of the Noble Soil and Water Conservation District rental equipment. Including the district truck.
* May be required to use personal vehicle, but will be reimbursed for mileage at the SWCD approved rate.
* Explain the District’s conservation programs (Invasive Species Program) to the public and encourage landowners to become cooperators.
* Display some knowledge of herbicides and their application with the use of the Noble SWCD weed wiper and boom sprayer.
* Assist land users with proper method of seeding and maintaining hay land, and pasture by the use of the Noble SWCD lime spreader, fertilizer spreader, no-till drill, and Brillion seeder.
* Assist land users in preparing soil and forage samples for testing and ability to interpret results afterwards.
* Make classroom presentations about conserving our soil and water resources to students K-12
* Organize and coordinate Ag School Days and Environmental Day Camp.
* Familiar with United States Department of Agriculture Web Soil Survey and ArcGIS Mapping.
* Assist the County Auditor by creating soil maps for new Current Agriculture Use Value (CAUV) applicants.
* Update the Noble SWCD Facebook page and website on weekly basis.
* Prepare educational and promotional displays.
* Write news articles and releases for the Journal Leader and Farm and Dairy.
* Radio programs on WWKC 104.9 and TV programs on “Live at Noon” on WHIZ.
* Required to attend evening and weekend meetings on occasion within and outside the county with occasional overnight stays.
* Assist with the annual district tree sale and wildlife food plot seed sale by placing/taking orders, packaging, and distributing to customers.
* Demonstrate regular and predictable attendance at work.
* Occasionally work in close proximity to construction equipment and tractors while in operation.

**Training/Supervision**

* Specific technical guides, manuals, and handbooks are available for use. An appropriate training schedule will be developed on an annual basis by the employee and the District Administrator. The training will include on-the-job, modules, one-on-one, classroom methods and outside sources and may be provided through the Noble SWCD, ODNR-Division of Forestry, ODNR- Division of Wildlife, ODA-Division of Soil and Water Conservation, USDA- Natural Resource Conservation Service, or outside sources.
* After employment work to become certified as a Conservation Planner and Technician Development Program Level 1 and 2 within 36 months.
* The Technician will receive direction and supervision from the Noble SWCD Board, provided through regular and special meetings, oral and written instructions. The technicians work shall be reviewed through meetings, monthly reports, and observations to determine the quality/effectiveness of his/her work. The Office Administrator and Board of Supervisors will conduct a six month evaluation and then an annual evaluation every year after the first year. The Technician will be under the daily supervision of the Office Administrator, but is responsible for creating his/her own schedule on a regular basis.

**Office Responsibilities**

* Write out receipts for money received and occasionally make deposits to local bank.
* Assist in developing and maintaining good working relationship within the office and with other offices at the local, state, and federal government levels. Perform all duties in a manner that consistently demonstrates fairness, cooperation, and respect toward co-workers, office visitors, and all others in the performance of official business.
* Attend monthly board meetings and gives monthly reports to the board at each meeting.
* Completes daily data entry and timesheets into Soil Water Information Management System (SWIMS).
* Assist the District Conservationist and Office Administrator in conducting group meetings with land users.
* Document and record field visits and office visits from customers/land users in writing on Conservation 6 Notes.
* Ability to interpret plat maps, aerial photography, and topo maps on ArcGIS for customers that come into the office requesting these items.

**Qualifications**

* Associate of Applied Science or Bachelor of Science, completion of an undergraduate core program in agriculture/natural resources field of study, or practical/professional experience in agriculture/natural resources.
* Experience with managing public relations.
* Experience in organizing and leading public meetings.
* Excellent communication skills, both written and orally, with individuals, landowners, staff, agency personnel, and government officials.
* Training or experience writing/researching grant proposals.
* Effectively coordinate a complex multi-organizational project using team-building skills and multi-tasking
* Must be able to type proficiently.
* Ability to read and understand technical documents.
* Keep accurate records.
* Familiarity with popular computer software (including, but not limited to Microsoft Word, Power Point, Excel, and Publisher) and willingness to learn new applications. And to be able to send and receive emails, along with operating fax, scanner, telephone and copier.
* Pass a background check
* Pass random drug and alcohol testing.
* Must have a valid driver’s license and proof of automobile insurance (Photo Copy)
* Ability to operate field equipment (survey equipment, hand level, clinometer, survey rod, laser level, soil probe, forage probe, water quality monitoring equipment, GPS data collector, digital camera, etc.) with guidance and training.
* Ability to calibrate and set up Brillion seeder, No-till Drill, Lime Spreader, 2 row corn planter, boom sprayer and weed wiper.
* Receive and implement instructions from District Program Administrator and Board of Supervisors.
* Must be physically capable of lifting and handling necessary equipment, performing physically demanding fieldwork that will require traversing steep, uneven terrain, cross fences, and occasionally working during severe inclement weather conditions.
* Feel comfortable hauling/towing the Noble SWCD districts rental equipment and the ability to back the equipment with the district truck into tight places.
* Must be insurable to operate Government Vehicles.

**Application Process/ Deadline**

Anyone interested in the position must submit an application, cover letter, and resume with at least three references, too:

Noble County Soil and Water Conservation District

46049 Marietta Road Suite #5

Caldwell, OH 43724

Or

Dave Schott- Office Administrator

dave@nobleswcd.org

740-732-4318 M-F 8:00 am until 4:30 pm

**All applications must be received by Friday January 26, 2018 at 4:30 pm.**

**Employment Agreement**

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 Noble Soil and Water Conservation District.

This position description in no matter states or implies that these are the only duties and responsibilities to be performed by the position incumbent, who will be required to follow other instructions and perform duties required by the position’s supervisor or designee.

**Adopted:**

I understand and will perform to the best of my ability the job duties and requirements specified in this position description.

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Board Chairperson Date

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Employee Date

Noble SWCD is an equal opportunity provider, and employer.

Adopted by the Noble Soil and Water Conservation District Board of Supervisors as recorded in the official minutes of the December 13, 2017 Board Meeting.