

**POSITION DESCRIPTION
COUNTY OF KOSCIUSKO, INDIANA**

POSITION: Conservation Program/Field Technician
DEPARTMENT: Soil and Water Conservation District (SWCD)
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: June 2006 **STATUS:** Full-time
DATE REVISED: January 2017, May 2018, July 2022 **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Kosciusko County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would present an undue hardship.

Incumbent serves as Conservation Program/Field Technician for the Soil and Water Conservation District, responsible for conducting field inspections, plan reviews, and providing assistance to the public regarding conservation programs.

DUTIES

Assists with grant application, implementation, and reporting (e.g. Lake and River Enhancement (LARE), Clean Water Indiana (CWI), Environmental Protection Agency (EPA) 319), including working with landowners, developing conservation plans, conducting field inspections, and tracking work.

Reviews Indiana's Stormwater Pollution Protection Erosion Control plans and conducts onsite inspections for soil erosion control and water quality on construction sites.

Collaborates with IDEM and County Planning Office, consults with developers and contractors ensuring state and county policies and specifications are being met on construction sites.

Makes workload and data entries for analysis on state Share Point program for SWCDs.

Provides technical information and assistance to the public and other agencies related to local, state, and federal conservation programs, including, but not limited to, grazing management, warm season grass projects, erosion control, wildlife habitat, water quality/quantity, and wetlands.

Investigates erosion problems and complaints, including field/onsite inspections, and offers assistance for remediation.

Maintains and updates SWCD program files, maps, forms, and assists the public with related inquiries.

Assists with Soil Health programs/efforts.

Plans and conducts meetings or events with landowners, developers, contractors and citizens on conservation compliance and opportunities.

Conducts semi-annual onsite landfill inspections for assessment to determine if state policies and specifications are being met. Works in collaboration with Indiana Department of Environmental Management (IDEM) on inspection reporting.

Assists with field days, workshops, tours, and other educational and informational programs.

Assists with onsite field work for local, state, and federal conservation programs, including surveying,collecting data, inspecting projects for compliance with contracts, policies, and specifications.

Coordinates annual county tillage transect and cover crop/tillage transect in fall. Collaborates with Indiana State Department of Agriculture (ISDA) to record and submit data.

Participates in the review and update of the department business plan and Plan of Work.

Assists with budget preparation and grant applications.

Assists with tree sales program.

Coordinates food plot seed program and consults with landowners with seeding and plot recommendations.

Assists with outreach products including but not limited to the website, news articles, and other social media sources.

Develops informational packets on a variety of topics related to natural resources conservation and writes articles for news column, newsletter, and annual report.

Represents the SWCD as a technical liaison on various technical committees (e.g. county technical review committee, 319 grant projects), as assigned.

Cross trains with other staff members to cover district responsibilities and workload.

Performs related duties, as assigned.

I. JOB REQUIREMENTS:

Associate or Baccalaureate degree in agriculture, natural resource management, or closely related field, or equivalent combination of education and previous related experience.

Ability to obtain and maintain E Authorization certification from USDA to assist with USDA federal programs.

Possession of state and federal training, certifications
Obtains UTV safety training and certification.

Obtains drone training, license, and certification.

Ability to obtain and maintain conservation planning certification from USDA-NRCS.

Ability to meet all employer and department hiring requirements, including passage of a drug test.

Ability to pass a federal background check to obtain a link pass to access USDA computers and programs.

Thorough knowledge of and ability to make practical application of agricultural, natural resources, and local, state, and federal conservation laws and guidelines, USDA software and mapping programs.

Working knowledge of standard office policies and procedures, and ability to prepare detailed reports with established deadlines.

Working knowledge of standard English grammar, spelling, punctuation, and ability to maintain and update Department program files, maps, and forms.

Ability to adhere to personal information policies when handling personal and financial information for federal, state, and local programs.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, SWCD Board of

Supervisors, other County departments, Natural Resources Conservation Service, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources (IDNR), Indiana State Department of Agriculture (ISDA), and state and federal agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate a variety of standard office and/or field equipment, including copier, computer, calculator, telephone, fax machine, GPS, survey, scanner, and ATV.

Ability to be self-motivated and adapt successfully to multiple tasks that occur in a rapidly changing environment.

Ability to observe similarities and differences in data, compile, analyze, and evaluate data, and make determinations based on data analyses.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout assigned work projects, apply knowledge of people and locations, and read and interpret detailed prints, sketches, and maps.

Ability to occasionally prepare and make public speaking presentations, fundraisers, and special events.

Ability to occasionally work extended, weekend and/or evening hours, and occasionally travel out of town for meetings and training, sometimes overnight.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs duties according to customary practices and procedures of SWCD and established regulations. Work is guided by definite objectives using a variety of methods or procedures. Independent judgment is required in determination of the best method to achieve desired results.

III. RESPONSIBILITY:

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor as needed, with decisions periodically made in the absence of specific policies. Work is periodically reviewed for attainment of objections and technical accuracy.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, SWCD Board of Supervisors, other County departments, Natural Resources Conservation Service, Indiana Department of Environmental Management (IDEM), Indiana Department of Natural Resources (IDNR), Indiana State Department of Agriculture (ISDA), and state and federal agencies, and the public for the purpose of explaining and interpreting policies and procedures.

Incumbent reports directly to the Executive Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a standard office environment and/or outdoors, involving sitting/standing/walking for long periods, sitting/walking at will, walking on uneven terrain, working in inclement weather, sitting/walking at will, lifting/carrying objects weighing less than 50 pounds, pushing/pulling objects, bending, close/far vision, speaking clearly, and hearing sounds/communication.

Incumbent may work extended, evening and/or weekend hours and occasionally travels out of town, sometimes overnight seminars, training, and/or conferences.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Conservation Program/Field Technician describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print or Type Name