

# POSITION ANNOUNCEMENT

## COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT

**Title:** Watershed Technician - Permanent Full Time

**Application Deadline:**

Wednesday, September 15, 2021 at 4:30 p.m.

**Position Location:**

Cottonwood Soil and Water Conservation District  
210 10th Street, Windom MN 56101

**Starting Salary Range:**

Starting at \$40,102.40 per year (Negotiation considering Qualifications and Experience)

Benefits include sick leave, annual leave, paid holidays, PERA retirement plan, and health insurance.

**Position Description:**

The person serving as the Watershed Technician will work to expand outreach to watershed residents and to administer conservation practice targeting programs throughout Cottonwood County.

Assistance will also be given to the Subsurface Sewage Treatment Systems (SSTS), Wetland conservation Act, Buffer Law and conservation easement programs.

This position will require extensive interaction with landowners and community groups as well as local and state government to build partnerships and bring attention to the need for cooperative efforts addressing conservation implementation and general soil and water conservation needs throughout the county.

**Qualifications**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.
- Requires a minimum of Bachelor's degree (BA/BS) or equivalent from four-year college in agronomy, soil science, natural resources management, environmental studies, or related discipline; or an equivalent combination of education and experience in these areas.
- Required – Valid Driver's License or evidence of equivalent mobility.
- Physical Demands – frequently lift or move 10 lbs. and occasionally lift and/or move up to 50 lbs.

**Required Knowledge**

- Natural resource management;
- Computer operation, equipment and ESRI GIS software and management programs including Global Positioning Systems;
- State, Federal, and County programs and regulations;
- Soils, wetlands, trees, and wildlife habitat (including some identification);

**Required Skills**

- Reading and interpreting technical documents such as safety rules, regulations, guidelines, policies, operation and maintenance instructions, and procedure manuals;
- Ability to analyze and categorize data and information using established criteria in order to determine environmental consequences and to identify and select alternatives;
- Ability to be the lead on projects and point of contact for GBERBA and SWCD grants and a various projects for all county watersheds (Cottonwood, Des Moines, Little Cottonwood, Watonwan and Blue Earth.
- Ability to utilize consulting and advisory data and interpret findings for use in reports, promotional materials, grants, etc.
- Writing routine reports, grants and correspondence;
- Organizing, planning and presenting public speeches and presentations to citizen groups, stakeholder groups, organizations or committees;
- Planning and carrying out assignments independently while managing time and other duties;
- The use and application of various computer programs relating to GIS/targeting technology;
- Requires the personal communication skills to enable dealing with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the Cottonwood SWCD in matters where there are legitimate differences of opinion.

### **Desired Qualifications**

- Knowledge of Agricultural Best Management Practices.
- Experience with field surveying techniques.
- Knowledge and/or experience related to livestock, natural resource management, and State, County and Federal conservation programs.

### **Duties and Responsibilities**

- Have or obtain appropriate training (through position) to provide landowner assistance in the construction of Ag and Urban Best Management Practices throughout the watershed.
- Assist with outreach to watershed residents in promoting local conservation programs and practices. This includes but is not limited to compiling a watershed landowner data base; working with local and state agencies in delivering watershed-based information; and targeting projects throughout the watershed using GIS and LiDAR data through mapping software.
- Report time and accomplishments as directed in support of progress reports and budget preparation; monthly Board reports and all program/grant reporting as required.
- Attend Agency meetings as directed.
- Preparation of reports and attendance at monthly SWCD Board Meetings, GBERBA Meetings, and other watershed meetings as directed. Assist with SSTS, WCA, Buffer Law and conservation easement programs; have or obtain appropriate training/certifications to provide assistance in these programs.
- Other duties as assigned.

**Hiring Procedure:** Applicants must submit a completed resume, cover letter and job application for employment to the Cottonwood SWCD. Applications may be picked up at 210 10<sup>th</sup> Street, Windom, MN 56101 or on our website at [www.cottonwoodswcd.org](http://www.cottonwoodswcd.org). Applications will be evaluated based on the information supplied in the resume and application to determine if they meet the minimum job qualifications. Top applicants will be selected for interviews. For questions please call the Cottonwood SWCD Office at 507-832-8287.

**EQUAL EMPLOYMENT OPPORTUNITY:** All candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.