

COTTONWOOD SOIL AND WATER CONSERVATION DISTRICT

JOB DESCRIPTION

Watershed Technician

GENERAL PURPOSE OF JOB

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (includes the following by frequency)

- Have or obtain appropriate training (through position) to provide landowner assistance in the construction of Ag and Urban Best Management Practices throughout the watershed. *Monthly 10%*
- 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. *Monthly 40%*
- Report time and accomplishments as directed in support of progress reports and budget preparation; monthly Board reports and all program/grant reporting as required. *As Requested*
- Attend Agency meetings as directed. *Monthly 10%*
- Preparation of reports and attendance at monthly SWCD Board Meetings, GBERBA Meetings, and other watershed meetings as directed. *Monthly 15%*
- Assist with SSTS, WCA, Buffer Law and conservation easement programs; have or obtain appropriate training/certifications to provide assistance in these programs. *Monthly 25%*

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.

CERTIFICATES AND LICENSES (position requirements at entry)

Valid Driver's License or evidence of equivalent mobility

REQUIRED KNOWLEDGE (position requirements desired at entry)

- 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 (position requirements desired at entry)

- 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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee will regularly operate equipment and machinery requiring simple but continuous adjustments, such as motor vehicles, trailers, computer keyboards, survey equipment, copy machine, telephone, and other equipment as needed. The employee frequently is required to sit, walk, and stand.

The employee is occasionally required to climb or balance, and kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

PHYSICAL WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally outside under various weather conditions and terrains. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By: Cottonwood SWCD

Prepared Date: 9-1-2021

To Apply: Send physical copy of Resume, Cover Letter, References and other pertinent information to: Cottonwood SWCD, attn: Watershed Technician Position, 210 10th Street, Windom, MN 56101.

DUE DATE: IN OFFICE BY - WEDNESDAY, SEPTEMBER 15, 4:30PM