

**YELLOW MEDICINE SWCD
CONSERVATION TECHNICIAN
OFFICIAL JOB DESCRIPTION**

Classification: SWCD Conservation Technician

Reports to: SWCD Director

Position Purpose and General Duties:

- The Conservation Technician provides technical support to the local SWCD.
- Provides support and work collaboratively with other state and federal staff, agencies and partners to promote local conservation programs and conservation of water and soil resources in Yellow Medicine County and other SWCD work area
- Abides by SWCD personnel policies and all local, state and federal laws while acting in a capacity representing the SWCD
- Continuously develops skills through training and education
- Provides detailed time tracking and work records as necessary for SWCD funding. Assists in the maintenance of registers
- Advises landowners, partners, and constituents in Yellow Medicine County and other SWCD work areas on conservation practice options that address natural resource concerns on the land
- Explains programs and technical and financial options available to landowners and operators in an effort to address resource concerns
- Completes tasks outside of this job description as directed by SWCD Director

Essential Duties:

- Coordinates local implementation of the federal farm bill in partnership with NRCS and FSA
- Coordinates Conservation Reserve Enhancement Program (CREP) promotion and implementation
- Coordinates and administer all technical and administrative aspects of the SWCD Tree Program
- Coordinates Soil Health Cost Share and related programs
- Schedules field visits, complete on-site inspections, conduct preliminary surveys and cost estimates for conservation practice installations
- Coordinates design of conservation practices such as terraces, waterways, and cover crops using survey equipment and computer programs
- Supervises contractors and inspections for compliance with standards and specifications
- Provides courteous, impartial services to all landowners, operators and contractors in carrying out soil and water conservation programs
- Other duties as directed by SWCD Director in support of an efficient SWCD operation, including time tracking
- Coordinates and educates other staff on Pollutant Reduction Estimators such as, but not limited to RUSLE2
- Assists in representing the SWCD in wildlife and other natural resources groups. Coordinates in absence of dedicated staff

Knowledge, Skills, and Abilities:

- Provides excellent customer service
- Maintains good working relationships with co-workers and partners promoting a high level of productivity
- Possess strong written and verbal communication skills
- Work independently or as part of a team
- Possess a valid driver's license

- Understands modern farming practices of Southwestern Minnesota
- Possess intermediate skills utilizing ArcGIS, RUSLE2, and Toolkit Applications
- Possess intermediate skills utilizing Microsoft Office products
- Work in potentially adverse, outdoor conditions and have the ability to lift and carry 50 pounds
- Possess the ability to conduct day-to-day office tasks such as long periods of standing or sitting

Education and Experience:

- Minimum of high school diploma with a minimum 2 years experience in a related field or 2 years of post-secondary education in an environmental, agricultural or related field is necessary
- Practical work experience in a related field is preferred
- Desirable Qualifications bachelor's degree in environmental studies, agronomy, production agriculture, and 2 years of work experience in a related field

Data Access Allowances:

- Minnesota Statutes Chapter 13 describes requirements related to policy on public and non-public government data. The SWCD has adopted policy related to such. While personnel may make the appropriate request for data regarding themselves, the position of Conservation Technician shall be permitted to access data on individual customers.