

# **Murray SWCD Position Description**

## **Soil & Water District Technician**

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**Classification:** Soil & Water District Technician

**Department:** Murray Soil & Water Conserv. Dist.

**Location:** 2740 22<sup>nd</sup> St., Suite 3, Slayton

**Reports to:** SWCD Administrator

**Employment Status:** Regular Full-time

**FLSA Classification:** Hourly/Non-exempt

**Appointing Authority:** Murray SWCD Board

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### **Position Purpose**

This position is primarily responsible for the technical aspects of the conservation measures relevant to the Murray Soil and Water Conservation District. The position will involve working with county residents, state, federal and local units of government in performing a wide variety of technical and educational work to fulfill the soil erosion and water quality needs of Murray County. The position will assist in the planning, implementing and reporting procedures concerning SWCD, state, federal, and local programs. This position is under the general supervision of the SWCD District Administrator.

### **Major Challenges**

Major challenges include cooperating with state, federal, and local agencies, boards and organizations, in promoting conservation programs and accomplishing the goals and objectives of established plans. This is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning, and technical areas, and working in adverse weather conditions.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

1. Provide and perform technical and engineering functions in assigned areas to landowners and occupiers in applying soil and water conservation practices.
  - Follow technical standards and specifications as established by the SWCD Board and the NRCS Field Office Technical Guide (FOTG).
  - Work in coordinated effort with federal, state and local agencies.

- Administers the Minnesota Wetland Conservation Act.
  - Provide technical assistance in the application of engineering and agronomic practices to include site selection, field surveys, site investigations, designs, drafting, construction layout and inspection.
  - Gather soil and water resource data for preparation of conservation plans.
  - Coordinates and provides a GPS measurement service to clientele for location and identification of field boundaries and conservation practices.
2. Coordinates and implements the SWCD Tree, Tiller and Tree Fabric programs.
    - Provides the public with information on the SWCD Tree, Tiller and Tree Fabric programs.
    - Provides trees and tree fabric to individuals for erosion control, energy conservation and wildlife habitat and weed control.
    - Implements all aspects of the tree and tree fabric programs including inventory, planting, tree fabric application, and inspection of conservation practices to see that they are completed according to plans and specification.
    - Schedules appointments with landowners for planning, layout, and design of tree planting plans, complete and organize plans, order appropriate trees, maintain records of designs, plans, and final trees planted.
    - Process cost-share applications in junction with conservation and tree plans.
    - Operates, maintains and cares for all equipment associated with these programs.
    - Provides supervision of subordinate seasonal staff.
    - Follow up on previous tree plantings for replacement needs.
    - Assist the SWCD Board in ways to improve the program.
    - Assist with the scheduling and transportation of the Vicon Spreader/Packer, land roller, and Great Plains native grass drill.
  3. Administer well monitoring program.
    - Read water level in groundwater observation wells as necessary and submit reports to DNR when requested.
  4. Assist in watershed inventory.
    - Assist with watershed surveys that identify erosion prone areas.
    - Meet with landowners and advise them of available conservation measures and cost-share that will alleviate erosion sensitive areas.
    - Information gathered will be compiled for submission and computer analysis.
  5. Working knowledge of federal, state and local programs.
    - Assist with administering and implementation of the Easement programs, by measuring soils, filling out applications, conservation plans, exhibit A forms, finalizing the easements, construction layout and inspection.
    - Assist with the State Cost-Share Program.
    - Assist NRCS with CRP, CCRP, EQIP, and Food Security Act Programs.
    - Assist with administering and implementing the Walk-In-Access Program.

- Respond to public questions and inquiries with information on issues dealing with the programs.
  - Assist SWCD staff with other SWCD programs as directed by the SWCD Board.
6. Provide assistance for educational activities.
- Assist with promotional, informational and educational programs to the schools.
  - Assist SWCD staff with presentations and informational meetings.
  - Assist with other conservation related workshops, newspaper articles and radio programs as assigned by the District Administrator or SWCD Board.
7. Provide assistance for an efficient district operation.
- Assist SWCD staff in preparation and revisions of the Comprehensive Plan, Annual Plan of work, Annual Reports and other required reports as needed.
  - Attend SWCD Board meetings and other meetings as requested by the SWCD Board.
  - Compile background information for the Board of Supervisors to facilitate decision-making and policy setting actions.
  - Working knowledge of personal computers and software programs associated with the position.
  - Attend training to improve overall performance and knowledge of this position.
  - Perform other related duties as assigned by the District Administrator or the SWCD Board.
  - Responsible for maintaining and Keeping the SWCD's equipment in safe operating condition.

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 Murray SWCD.

### **Job Activities**

<b>Percent of Job</b>	<b>Major Activity</b>
20%	Provide and perform technical and engineering functions
30%	Administer tree, tiller, and tree fabric programs.
25%	Administer Minnesota Wetland Conservation Act.
5%	Assist in watershed inventory and data entry.
10%	Have a working knowledge of federal, state and local programs.
5%	Assist with educational activities.
5%	Provide assistance for an effective SWCD Program.

**100% Total**

### **Minimum Qualifications**

High school diploma or GED and 2 years of related education and/or experience in Soil & Water Technology, Natural Resource Management, Forestry, Water

Resources, Hydrology, Agronomy, or related field. Valid Minnesota driver's license.

### **Desirable Knowledge Skills and Abilities**

1. Knowledge of design, survey, and construction of erosion control and other conservation practices.
2. Knowledge of agriculture practices in Southwest Minnesota.
3. Knowledge and experience with computers (Microsoft office, ArcGIS, eLink, Outlook) and GPS equipment and software.
4. Skilled in organizational, interpersonal, and communication skills, both written and verbal, with attention to detail.
5. Ability and willingness to work with individuals of varied ages and social backgrounds.
6. Completion of Wetland Conservation Act (WCA) training or certification.

### **Decision Making/Freedom to Act**

Day to day operations are the responsibility of the district administrator. This position makes decisions on various programs that this position is in charge of and problems that arise while working in the field.

### **Working Conditions**

Very hot and dusty conditions while cultivating around trees during the summer months. Risks involved while operating tractors, tillers and other equipment. Planting trees during the spring and surveying during the summer is tantamount to exposure to outdoor weather conditions.

Exposure to outdoor weather conditions amounts to 2/3 and more of the time spent on the job. Working near moving mechanical parts, exposure to fumes or airborne particles and vibration amounts to 1/3 to 2/3 of the time. Up to 1/3 of the time on the job is spent in wet, humid conditions (non-weather) and at risk of electrical shock.

The noise level in the workplace is generally moderate noise to loud noise.

### **Physical Demands**

On the job time of 2/3 and more is spent talking or hearing, using hands to handle, finger, or feel, and reaching with hands and arms. Standing, walking, sitting and stooping, kneeling, crouching or crawling takes up 1/3 to 2/3 of the time. Up to 1/3 of the time is spent climbing or balancing.

This job requires that weight be lifted or force be exerted of up to 25 lbs. 2/3 and more of the time; up to 50 lbs. 1/3 to 2/3 of the time; up to 100 lbs. up to 1/3 of the time.

Vision requirements are close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **Equipment Operation**

30% of the time is spent operating equipment, such as tractor, tiller, tree cultivator, tree planter, pickup, and trailer. Knowledge is required to adjust and repair same.

### **Accountabilities Shared By All Employees**

1. Performs job responsibilities in a manner consistent with the SWCD's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all SWCD policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs the Soil and Water District Administrator of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the SWCD in a professional manner to all internal and external contacts when doing the SWCD's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

### **Supervisory Responsibilities**

Supervises one seasonal worker from April through June during tree planting and tree fabric installation season.

### **Additional Comments**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Murray SWCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SWCD will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.