

# POSITION ANNOUNCEMENT

## NICOLLET SOIL AND WATER CONSERVATION DISTRICT

*Attn: Kevin Ostermann, District Manager*

*501 7<sup>th</sup> Street PO Box 457*

*NICOLLET, MN 56074*

*(507) 232-2550*

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<b>POSITION TITLE:</b>	District Technician
<b>DEPARTMENT:</b>	Soil & Water Conservation District
<b>HOURS:</b>	Full-time
<b>STARTING SALARY RANGE:</b>	\$27.93-\$34.22 depending on experience
<b>LOCATION:</b>	Nicollet, Minnesota
<b>DURATION:</b>	Permanent
<b>BENEFITS:</b>	Paid holidays, annual leave, sick leave, medical insurance and PERA
<b>CLOSE DATE:</b>	4:30 p.m. – October 20th, 2023

### **GENERAL DESCRIPTION:**

The Nicollet Soil and Water Conservation District is accepting applications for a District Technician. Under the supervision of the District Manager, the District Technician assists with the technical aspects of implementing conservation practices. The District Technician works with landowners, communities, and other units of government to install conservation projects and implement conservation programs.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Natural Resources Management, Biology, Environmental Health, Environmental Science Studies, GIS, Civil Engineering or a closely related field; AND
  - Minimum of 2 years' experience with a variety of conservation programs; AND
  - Knowledge with interpreting soil data, collecting field surveys, and general hydrology concepts;
- OR**
- Any combination of education and experience that demonstrates the ability to perform the duties of the position; AND
  - A valid Driver's License

### **ROLES AND RESPONSIBILITIES:**

- Works with local units of government and private landowners to evaluate resource concerns in Nicollet County.
- Conducts site investigations and inventories on public/private lands and makes technical/financial recommendations for best management practices (BMPs) for various local, state, and federal conservation programs.
- Provides education and outreach to landowners, local units of government, citizen groups and students through public meetings, field days and school events.
- Works with current staff/engineers to survey, design, and layout various engineering practices.
- Will use ERIS's ArcGIS software to prepare, map, and design conservation practices.
- May work with a variety of ecological and forestry related practices.
- Attends meetings and professionally represents the SWCD at various meetings as directed by the District Manager; assists with team member duties associated with reporting and grant writing.
- Maintains landowner files and records associated with overall land use practices and ongoing projects.
- Works cooperatively with state, federal, and local agencies, boards and organizations in promoting conservation programs and accomplishing goals and objectives associated with the goals of the SWCD.
- Performs other duties of a like or similar nature as assigned.

## **ESSENTIAL SKILLS AND KNOWLEDGE:**

Essential knowledge required to perform the functions of the job:

- Principles and practices of agricultural best management practices and conservation programs.
- Knowledge of SWCD and NRCS programs and eligibility requirements.
- Familiar with common and agricultural equipment and uses.
- Knowledge of native vegetation establishment and maintenance.
- Understanding of hydrology, drainage, and water quality improvement techniques.
- Ability to acquire and maintain Technical Approval Authority (TAA) for the design and installation of conservation practices.
- Familiar with soil properties and use of USDA soil surveys.

## **SKILLED IN:**

- Use of general office equipment such as computer, phone and email, printer, copier, fax, and software applications such as GIS, GPS, ARC Map and other mapping and inventory programs.
- Ability to work effectively with other departments and branches of government for program implementation.
- Reading, interpreting and understanding complex legal descriptions, deeds, easements and title documents for properties.
- Working independently with minimal direct supervision and maintaining confidentiality.
- Maintaining a safe working environment.

## **WORK ENVIRONMENT:**

Work is performed in an office building, outdoors and at various sites throughout Nicollet County. Work is often performed independently. Position also includes exposure to outdoor conditions during field work, such as changes in temperature and humidity.

## **SELECTION PROCESS:**

Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Nicollet SWCD.

**Submit resume, application and cover letter to the  
Nicollet Soil & Water Conservation District  
501 7<sup>th</sup> Street PO Box 457, Nicollet MN 56074  
via mail, e-mail at [Kevin.Ostermann@NicolletSWCD.org](mailto:Kevin.Ostermann@NicolletSWCD.org)**

EEO (Equal Opportunity Employer) The Nicollet Soil and Water Conservation District is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.