

JOB DESCRIPTION

Title: District Technician Dept.: Technical Assistance

Exempt/Nonexempt: Non-exempt Reports to: District Manager

Pay Grade _____ Effective Date _____

New position

Position change

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary:

This is a regular, non-exempt, 30-40 hours per week position that serves as the District Technician for the Clatsop Soil and Water Conservation District. This position exists to provide technical assistance to land owners and property managers on water quality and soil erosion issues. The District Technician performs field and office functions in the development of land management plans dealing with aspects of farm plans, water quality and erosion control for cooperating landowners in Clatsop County. The person in this position applies for grants funds from appropriate sources available to complete conservation projects, invasive species control and landowner outreach.

Supervision:

The District Technician is supervised by the District Manager and acts on behalf of the District Board of Directors, within the authority delegated by the Board and this description, and is governed by the policies of the District's Personnel Policy Manual. Most work is accomplished independently with technical guidance available from resource manuals and specialists.

Essential Functions/Major Responsibilities: The essential functions listed below may include but are not limited to the following:

- Assists in implementing Goals and Objectives of the North Coast Basin Area Plan and Area Rules.
- Assist Oregon Department of Agriculture Water Quality Specialist in facilitating North Coast Area Plan Biennial review.
- Assist Oregon Department of Agriculture Water Quality Specialist in development and implementation of the Technical Assistance/Local Management Area Scope of Work and Focus Area Action Plan and Reporting.
- Provide assistance to help landowners/operators improve natural resources.
- Assist USDA, Natural Resources Conservation Service (NRCS) program to help get conservation on the ground.
- Provide assistance to help landowners acquire state, federal or local funding for projects.
- Develop Farm and Conservation Plans.
- Assist landowners with identification and eradication of invasive weeds.
- Conduct education and outreach activities to encourage conservation and understanding of natural resources through outreach events, district sponsored workshops, radio show

interview, newspaper articles, social media, newsletter mailings and youth program outreach.

- Conduct water quality monitoring when requested.
- Conduct project monitoring.
- With direction from the Manager and the Board apply for grants, act as project manager and complete required reporting.
- Develop and oversee project budgets, submit to Manager for review and approval.
- Report to the Manager on job activities.
- Attend Board Meetings and report to the Board on job activities when needed.
- Assist Manager and Board with preparation of Annual Report and Work Plan.
- Assist Manager and Board with preparation of Business Plan.
- Attend partner council meetings.
- Maintain District website and social media.
- Act as crew leader for possible seasonal employees, interns and/or volunteers.
- Write reports.

Secondary Functions:

Provides IT computer trouble shooting assistance for the office in the following areas; networking computers, phone, fax, scan, digital camera, copy machine, internet and email set up.

Job Scope:

This position works under direction of District Manager to manage financial and risk management responsibilities. This position performs duties independently with approval of the District Manager; decisions are made within prescribed operating guidelines, policies and procedures.

Supervisory Responsibility

This position includes crew leader responsibility of temporary seasonal field employees or interns. This responsibility assists with approving any absences or overtime, and making any recommendations to the Manager for hiring, terminations, employee counseling and/or discipline, employee evaluation, pay changes, job changes, and training.

Interpersonal Contacts

Has regular contact with others both inside and outside the District. The most common internal contacts are with the District's own staff and Board of Directors. The most common external contacts are with landowners, state, federal and local agencies. Both types of interactions involve information exchange, problem solving and negotiations. Both types of contacts are as a result of regular, on-going duties. Approximately 25% of contacts are over the phone and 75% are face to face. The technician represents the District, and their personal conduct must follow District policy. Technician must work well collaboratively with partners and staff.

Specific Job Skills:

- Ability to read, write and understand English.
- Excellent communication skills (including listening, writing, speaking).
- Good public relations, customer service, and time management skills.
- Operate Class C vehicle safely.
- Must provide own vehicle, this is necessary to perform job functions (mileage reimbursement is available, subject to approval from Board of Directors).

- Must possess a valid driver's license, and proof of current vehicle insurance.
- Ability to lift and carry up to 50 pounds.
- Ability to use computer hardware/software for information retrieval, correspondence, developing data spreadsheets and mapping.
- Must be proficient with Microsoft Excel, Word and ArcGIS; knowledge of Microsoft Access, PowerPoint and Outlook is important.
- Ability to use a Global Positioning System (GPS unit).
- Ability to read maps and legal descriptions.
- Ability to understand and interpret soils information.

Education and/or Experience:

Bachelor's Degree or higher in natural resource management, environmental science, soil science, civil engineering, business management, a natural science, or a related field, or experience working for a natural resources agency, organization, or business is acceptable.

Job Conditions:

- This position works both in the field and the office.
- The fieldwork will include working often alone in and around such locations as farms and dairies; with fumes, dirt, dust, noise and chemicals; around rivers, streams, sloughs, creeks and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, unlevelled, muddy, rocky, or other hazardous terrain in inclement weather. At conclusion of field work, Technician is required to check in with the District Manager for departure clearance for personal safety.
- The office work may include working alone, with interruptions, with fluctuating building temperatures, at a desk; using a computer; or working or standing at a table.
- This position requires travel to field sites, workshops, training sessions, plus daytime and evening meetings outside the office. Occasional overnight travel may be involved (reimbursement for meals, lodging and mileage available with prior approval from the Board of Directors).
- Some physical exertion may be required during field work such as walking for long distances, planting vegetation, and using technical or power equipment and hand tools.
- This position may have to negotiate with disgruntled farm animals or humans.

Employee Date

Supervisor Approval Date