

Job Title:	District Technician		
Hours:	8 hours/day ½ hour for lunch break	Working hour options:	8:00-4:30
Location:	Bowman	Travel Required:	For Training and Meetings: Usually Twice a Year
Level/Salary Range:	Dependent on experience	Position Type:	Full Time or Part Time Position type and hours are negotiable at the time of interviews.
Benefits:	Paid holidays, sick leave and annual leave earned based on SCD Policy of years of service and hours worked. Benefit package will be negotiated.		
Supervision:	This position is the direct responsibility of the Board of Supervisors. However, the District Manager may be designated to be directly responsible for day-to-day duties of this position.		

Job Description

ROLE AND RESPONSIBILITIES
 This position is that of a District Technician which will provide technical and administrative assistance for the Bowman-Slope Soil Conservation District.

1. Coordinates District Tree & Weed barrier Program
 - a. Provide Technical assistance to producers
 - b. Develop Tree Plans & follow NRCS Tech Guide Specs
 - c. Check into cost share options
 - d. Order Tree Stock & Weed barrier
 - e. Tree Cooler Preparation
 - f. Oversee tree and fabric crew along with planting and installation
 - g. Staking tree planting sites
2. Program maintenance – tasks include assisting with:
 - a. Compiling average cost data
 - b. Maintaining programmatic databases
 - c. Maintaining scheduling system
 - d. Quality control
3. Maintain District equipment, buildings, and property
4. Maintain daily contact with the office and notify office of any changes in schedule
5. Assesses the need for conservation work with the District and recommends actions and programs
6. Keeps abreast of all federal, state, and local laws that affects the conservation work within the district
7. Report monthly to the District Board of Supervisors on activities at the monthly District Meetings
8. Promote conservation practices through cooperators contact and follow-up
9. Assist with District programs
10. Attend training sessions when approved by the District Board
11. Prepares and presents conservation programs to schools, groups, and agencies
12. Assist NRCS personnel and advise them of landowners needing technical assistance

13. Assist NRCS personnel with technical and administrative assistance for conservation programs as time allows
14. Participate in developing the Districts Annual and Long-Range Plan of Work
15. Keep an up to date log on daily activities to present at the District Board Meetings
16. Become familiar with NRCS Field Office Technical Guide for conservation practice specifications
17. Be familiar with the published soil survey and its uses in planning conservation practices
18. Operate district equipment safely and for authorized purposes only
19. Assist with administering the 319 Watershed Program which includes many different aspects included in the following tasks...
20. Contract Administration – tasks include assisting with:
 - a. Developing modifications
 - b. Preparing payment documents
 - c. Development of contract support documents
 - d. Maintaining tracking systems
 - e. Performing status reviews
21. Case File Management – tasks include assisting with:
 - a. Correspondence development and filing
22. Conservation Planning – tasks include assisting with:
 - a. Development of plan maps
 - b. Customer Service Toolkit plan development
 - c. Inventory and evaluation
 - d. On site planning and locating practices
23. Conservation Application – tasks include assisting with:
 - a. Practice design
 - b. Design worksheets
 - c. Practice layout in the field
 - d. Surveying
 - e. Environmental compliance
 - f. Staking practices
 - g. Inspections and certification of practices
24. Program outreach and marketing – tasks include assisting with:
 - a. On site visits with customers
 - b. Conservation Articles
 - c. Mailings
 - d. Meetings
 - e. Training sessions
 - f. Local Work Group Coordination
 - g. Accepting and processing applications
25. Perform other related duties as requested by the SCD Board.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- **MUST HAVE CURRENT DRIVER'S LICENSE**
- **STRENGTH REQUIREMENTS: MUST BE ABLE TO LIFT UP TO 75 POUNDS**
- **MOVEMENT REQUIREMENTS: THIS POSITION REQUIRES FIELDWORK THAT MAY INVOLVE PHYSICAL EXERTION SUCH AS WALKING ROUGH TERRAIN. MUST BE ABLE TO CLIMB, BALANCE, REACH, CROUCH, STOOP, KNEEL**

- **MUST BE A UNITED STATES CITIZEN OR ALIEN AUTHORIZED TO WORK IN THE UNITED STATES**

Education

- A high school diploma
- An associates or bachelor's degree preferred but not necessary

Experience

- Experience in natural resources/agriculture/farming operations and equipment is required

PREFERRED SKILLS

- Familiar with Microsoft Word, PowerPoint, and Excel. Helpful if you have knowledge in Arc-GIS and the ability to learn computer programs necessary to perform the job outlined.
- Strong communication, interpersonal, and organizational skills
- Must be able to work independently

ADDITIONAL NOTES

On the job training will be provided.

A background check is required.