



**Sherburne  
SWCD**

## JOB OPPORTUNITY

### DISTRICT TECHNICIAN

<b>POSITION CLASSIFICATION:</b>	Technician
<b>STATUS:</b>	Exempt, regular full-time position with benefits.
<b>SALARY RANGE:</b>	\$36,000 to \$45,000 (DOQ)
<b>HOURS/DAYS:</b>	Normal business hours, Monday – Friday. May require evening and weekend meetings. Compressed work schedule available.
<b>LOCATION:</b>	425 Jackson Ave NW, Elk River, Minnesota
<b>APPLICATION DEADLINE:</b>	January 31, 2020 by 4:00 p.m.

The Sherburne Soil and Water Conservation District (SWCD) is accepting applications for District Technician. This position is responsible for performing a variety of tasks toward implementation and installation of conservation practices, environmental monitoring and environmental education under the policies established by the SWCD. This position will assist existing staff with water resource monitoring, natural resource inventories, provide technical assistance to landowners, project installation support, BMP inspections, invasive species management, assist landowners with forest health related concerns, and assist lead staff with outreach, education and volunteer coordination activities. This position is under the general supervision of the District Manager.

### PRIMARY DUTIES AND RESPONSIBILITIES

*These examples are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position.*

1. Work directly with landowners on conservation issues related to forest health. Provide recommendations on forest management issues, identify tree and shrub species common to Central Minnesota, willingness to learn about tree pests / disease identification and treatment methods.
2. Collect and manage data for various environment monitoring programs (water quality, AIS, groundwater quantity and quality, EAB, and nitrate levels).
3. Assist with planning and coordination of educational programs such as Envirothon, Annual Poster Contest, Annual Tree Program, workshops, news articles, etc.
4. Assist with Prairie & Planting Program
5. Assist with coordination of all volunteer programs such as Citizen Pruner, Woodpecker Activity Survey, and AIS Program.
6. Coordinate site investigations and inventories that include spot checks for Grant Funded BMP's, Buffer Law compliance tracking, etc.
7. Landowner contacts and communications, including phone calls, follow-up and written correspondence as needed to coordinate planning, contracting, design and project implementation.
8. Other duties as assigned and in accordance with an annual work plan.

## MINIMUM QUALIFICATIONS

- Bachelor's Degree in Natural Resource Management, Environmental Science or Education, Earth Sciences or related field; and/or equivalent work experience.
- Knowledge of federal, state, and local laws as they relate to soil and water management is desirable.
- Must be able to follow instructions, keep detailed records, analyze data, and prepare reports.
- Qualified applicants will be self-motivated, able to show a commitment to high quality work, and complete projects on schedule while dealing with diverse audiences.
- Effective communication and presentation skills, in both formal and informal situations are essential.
- Must have experience with the following Microsoft Windows programs: Outlook, Chrome and Office.
- Must be able to use GPS equipment and/or have experience with ArcGIS.
- Must have a valid driver's license and good driving record.
- Must be able to successfully complete a background check.

**PREFERRED QUALIFICATIONS:** Basic knowledge of Minnesota native plant and tree species; or desire to learn. Proficient in personal computer programs, including Microsoft Word, Outlook, Excel, Publisher, and PowerPoint or their equivalents. Strong communication skills and an ability to communicate technical information effectively, both verbally and in writing, with courtesy and tact. Experience with or interest in grant and report writing. Ability to meet with various contacts, including local and regional government officials and employees, state agencies, consultants, contractors, public officials, property owners, interest groups and citizens. Strong organizational skills and ability to manage time effectively and adhere to deadlines. Ability to work independently and collaboratively and to accomplish tasks with accuracy and detail.

**WORK ENVIRONMENT:** The position involves both field and office work. Outdoor work is more frequent during the growing season. Physical activities include walking on irregular terrain, frequent position changes, and lifting, pushing and pulling up to 50 pounds on a regular basis. Exposure includes heat, cold, and wet conditions as well as insects and other aspects of field work in Minnesota. Indoor work is typical for a modern, professional office.

**SELECTION PROCESS;** Finalists for the interview process will be determined after initial screening and assessment of qualifications and experience. Applicant(s) selected for the interview process will be contacted directly by the Sherburne SWCD.

**APPLICATION PROCESS:** Submit cover letter, resume and three references via email to Francine Larson, District Manager, [flarson@sherburneswcd.org](mailto:flarson@sherburneswcd.org) (delivery/read receipt suggested).

**Materials must be received by 4:00 p.m. on January 31, 2020**

*Sherburne SWCD is an equal opportunity employer*