



Sherburne
SWCD

Sherburne Soil and Water Conservation District

DISTRICT TECHNICIAN

POSITION CLASSIFICATION: Technician

STATUS: Non-exempt, regular full-time position with benefits.

HIRING RANGE: \$39,000 to \$56,000 (DOQ)

HOURS/DAYS: Normal business hours, Monday – Friday. May require some evening and weekend meetings. Hybrid work schedule available.

LOCATION: 425 Jackson Ave NW, Elk River, Minnesota

APPLICATION DEADLINE: March 18, 2024 by 4:00 p.m.

The Sherburne Soil and Water Conservation District (SWCD) is accepting applications for a 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 habitat management, 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 habitat management. Provide recommendations on habitat best management practices with an emphasis on prairie.
2. Ability to identify common native grasses and forbs found in central Minnesota and knowledge or willingness to learn different methods of prairie installation and management.
3. Assist with the District Planting Program.
4. Coordinate site investigations and inventories that include spot checks for grant funded BMP's, Buffer Law compliance tracking, etc.
5. Assist County Parks with restoration efforts and invasive species control.
6. Assist lead staff with Wetland Delineations.
7. Assist lead staff with activities related to Irrigation Water Management.
8. Landowner contacts and communications, including phone calls, follow-up and written correspondence as needed to coordinate planning, contracting, design and project implementation.
9. Assist with planning and coordination of educational programs such as Envirothon, Annual Poster Contest, Annual Tree Program, workshops, news articles, etc.
10. 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 or understanding 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.
- Ability to communicate effectively in written and spoken language.
- Must have a valid driver's license and good driving record.
- Must be able to successfully complete a background check.
- Successful applicants must show proof that they can legally work in the U.S.

PREFERRED QUALIFICATIONS: Basic knowledge of Minnesota native plant and tree species, commonly grown crops; 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. Experience operating and transporting equipment such as tractors, Truax drill, Vicon broadcaster, forestry saw, backpack sprayer, etc.

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. Interviews are tentatively scheduled for March 25th through March 29th, 2024.

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

Materials must be received by 4:00 p.m. on March 18, 2024

Sherburne SWCD is an equal opportunity employer