

Paulding Soil & Water Conservation Job Description

DISTRICT TECHNICIAN

This position is that of the District Technician. Incumbent is responsible for performing field and office technical duties for the Paulding Soil and Water Conservation District.

Technician will work with a District or NRCS Employee including the DPA and Board of Supervisors. Technician will be able to complete simple mathematical calculations, use survey equipment, and gather/record field data. ArcGIS and AutoCAD experience preferred.

DUTIES & RESPONSIBILITIES:

1. Provide technical and engineering field assistance to District cooperators, Ditch Maintenance program and other units of the government.
2. Provide technical information to land users.
3. Perform data collection and provide engineering plans for conservation projects as have been identified in the District's Annual and Long Range Plans. The development of the plans will follow the guidelines established in the NRCS National Field Engineering Manual and related handbooks to meet design and plan preparation requirements.
4. Assist in development of resource conservation plans for District cooperators applying conservation practices.
5. Provide assistance to land users to comply with Agriculture Pollution Abatement.
6. Assist as needed with the County Ditch Maintenance Program. While assisting in this program, you will be under the direct supervision of the Ditch Maintenance Supervisor.
7. Manage and maintain the District's rental equipment program.
8. Conduct tours, field days, public viewing of demonstrations including equipment, plots, practices and education programs.
9. Develop and maintain resource inventories, process, and cooperator applications, complete various reports regarding the conservation program, and write news articles pertaining to your field.
10. Prepare and maintain all records, reports and forms required by SWCD, NRCS, FSA, ODA, OFSWCD and OSWCC.
11. Maintain personal contact with District cooperators, keep informed of all conservation programs available.
12. Perform other duties as required by the District Program Administrator.

13. Work harmoniously with fellow employees in a continuing effort to achieve the annual and long range goals of the district.

14. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Paulding Soil and Water Conservation District.

SUPERVISION AND GUIDANCE

This position is under the daily supervision of the District Program Administrator.

PERFORMANCE REVIEW

The performance of each duty in this position will be evaluated against the requirement developed for this position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. During this review, career opportunities, salary advancement, and items concerning the employee's professional growth and employment are discussed. The employee agrees that all assistance is provided without regards to race, color, national origin, age, sex, religion, marital status, and/or handicap.

COMPENSTATION AND BENEFITS

Starting salary will be based on experience and qualifications. Health, Dental, and Vision insurance is available to all fulltime employees. Employees are enrolled in the Ohio Public Employees Retirement System.

Applications are available at www.pauldingswcd.org, please include a cover letter and resume. Applications must be received at the Paulding SWCD office at 900B Fairground Drive, Paulding, OH 45879 by 4:00pm January 15, 2021.