

Sample Job Description

Job Title: *District Technician I*

Reports To: District Program Administrator

EEO Classification: Technician

Prepared By/Date: jfp 02/26/03

Summary: The *District Technician* provides technical assistance on conservation and natural resource planning and development initiatives.

Essential Duties and Responsibilities*:

1. Assist landowners in vegetative practices (i.e. cropping; seeding; pasture legumes and grasses).
2. Assist landowners in woodland management practices (i.e. tree planting; windbreaks; woodland protection and timber site improvement).
3. Conduct site and soil investigations, assist with preliminary engineering surveys, and soil reconnaissance.
4. Assist in the establishment of recreation land use; advise and assist landowners with fish pond management, protection and development of wildlife areas and the planting of adequate wildlife feed; provide follow-up to ensure compliance with the application and maintenance programs.
5. Plan and develop conservation practices such as pasture improvement, wetlands, waterways or water disposal systems.
6. Maintain engineering equipment; assist with other equipment maintenance as requested.
7. Develop and maintain accurate and timely required forms, records and requests (i.e. work unit records); ensure contract compliance.
8. Locate boundaries on aerial photographs of land to be planned; prepare land use maps; use design software to measure acreage fields.
9. Assist with tours, field days, educational meetings, public information and related activities.
10. Other duties and responsibilities as directed by the District Program Administrator.

Additional Requirements

1. Actively promote conservation initiatives and the mission of _____ Soil and Water Conservation District.
2. Participate in the team process.
3. Maintain safe driving record and have reliable transportation.
4. Knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to _____ SWCD, Division of Soil Water Conservation – Ohio Department of Natural Resources, Natural Resources Conservation Service and other conservation organizations (i.e. U.S. Department of Agriculture, Ohio Cooperative Extension Service and Ohio Department of Transportation).
5. Obtain and adhere to the approval authority provided by the NRCS District Conservationist.
6. Attend internal and external meetings.
7. Pursue continuous education and professional development opportunities as identified and directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Associate Degree (A.A.) in Conservation, Natural Resources or Agriculture related field; or two to four years related experience in conservation/environmental land use planning or agriculture; or equivalent combination of education and experience.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing and spreadsheet software; internet/e-mail.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to vibration. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required to stand; walk and sit. The employee is frequently required to talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency: To perform this job successfully, candidates for this position will require:

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Ability to learn and understand complex information without difficulty.

Verbal Skill	Ability to communicate effectively in a variety of settings and assimilate complex instructions.
Verbal Reasoning	Ability to analyze and make reliable interpretations of complex verbal information.
Numerical Ability	Ability to perform complex calculations on a regular basis and communicate complex data to others.
Numeric Reasoning	Ability to efficiently base decisions on numerical data and communicate this data in easily understood formats.
People Service	Ability to be highly motivated by a position that offers the opportunity to help others or provide some facilitative service.
Mechanical	Above average ability to be motivated by realistic, hands-on tasks.
Energy Level	Ability to respond well to demands on time.
Assertiveness	Above average ability to take on leadership roles.
Sociability	Ability to be persuasive and motivated by the opportunity to present ideas to others and ability to work in a team environment.
Manageability	Ability to respond well to a structured environment and willingness to accept the leadership of others.
Attitude	Ability to demonstrate a positive attitude.
Independence	Above average ability to be independent.
Objective Judgment	Ability to utilize data in order to make deliberate decisions based on the logical application of objectivity and practicality.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature: _____ Date: _____

Hiring Supervisor Signature: _____ Date: _____