



12 Hwy 28 E Ste 2, Morris MN 56267
320-589-4886 ext 4
www.stevensswcd.org

Putting conservation on the land

POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	Assistant Technician
<u>APPLICATION DEADLINE:</u>	September 30, 2022
<u>POSITION LOCATION:</u>	Stevens Soil and Water Conservation District (SWCD), Morris, MN
<u>POSITION CLASSIFICATION:</u>	Regular Full-Time
<u>SALARY AND BENEFITS:</u>	Starting salary is dependent on qualifications and experience. \$19.24 – \$25.84 per hour (\$40,173 - \$53,954 annually) plus benefit package (paid holidays, vacation, sick leave, insurance allowance, and retirement plan).

POSITION PURPOSE:

This full-time position provides implementation and technical assistance for the Stevens SWCD. Activities will include: field support, assistance to landowners, maintenance of records, data management, and support for District Board meetings. Position will work cooperatively with state, federal and local agencies, boards and organizations in promoting various conservation programs and accomplishing the goals and objectives of established plans. Position will assist with preparation of various reports and plans within required deadlines. This position is under the general supervision of the District Administrator.

MINIMUM QUALIFICATIONS:

- Must be physically able and willing to work effectively in various field conditions including rough terrain and all-season weather. Must be able to lift and move up to 50 lbs.
- Must have basic knowledge of vehicle maintenance and a valid Minnesota driver's license.
- Must possess strong organizational, interpersonal, and communication skills, both written and verbal. Ability and willingness to work with individuals of varied ages and social backgrounds.
- Must have some experience with computers and be able to use Windows-based programs such as Microsoft Office.
- Must be able to work independently, indoors and outdoors, with little direct supervision.
- Applicants should be able to learn quickly, follow instruction, handle multiple projects, and adapt to changing job duties and/or responsibilities.

DESIRABLE QUALIFICATIONS:

- Commercial drivers license (or ability to acquire within 3 months)

- Commercial applicators license (or ability to acquire within 3 months)
- GIS experience
- 2 or 4 year degree in natural resources related field

PRIMARY DUTIES AND RESPONSIBILITIES:

- Coordinates and implements district programs such as the tree/fabric program, native grass planting program, rain garden program, and weed control/contract maintenance program
- Performs maintenance, repair and replacement of district equipment
- Performs basic building and grounds maintenance
- Assists District Technician with promotion, sign up assistance, and contract maintenance for the CRP, permanent easement, and cost share programs
- Assists the District Technician with District and NRCS technical and engineering functions as needed
- Coordinates state programs such as Walk-In Access Program (WIA), Aquatic Invasive Species program (AIS), Minnesota Ag Water Quality Program (MAWQCP)
- Collects quarterly and bi-annual observation well data and reports the data to the DNR
- Assists with Education and Outreach programs
- Accept other duties as assigned by the District Administrator or SWCD Board of Supervisors.

The above statements 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.

APPLICATION PROCEDURES:

Please send a **cover letter, completed application, and resume with 3 references** to the above address to be **received by 4:30 pm, Friday, September 30, 2022**. Completed application packets may also be submitted by email to matt.solemsaas@stevensswcd.org. Additional information may be obtained by calling the District Administrator at (320)589-4886 or emailing matt.solemsaas@stevensswcd.org

CONDITIONS OF ANNOUNCEMENT:

The Stevens SWCD reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement. The Stevens SWCD is an Equal Employment Opportunity Employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age, or membership or non-membership in an employee organization.