



Lawrence Soil and Water Conservation District
P.O. Box 144 · 5459 St. Rt. 217
Willow Wood, Ohio 45696
Phone 740-867-4737 · Fax 740-867-5513

Lawrence SWCD Job Announcement

The Lawrence Soil and Water Conservation District (SWCD) is seeking qualified applicants for a full-time District Technician position.

Details are as follows:

- 40 hours per week, Monday through Friday, 8:00 a.m. to 4:30 p.m.
- Compensation: Starting at \$14.00 /hour pending experience and qualifications
- Eligible for Lawrence County Health Insurance Program
- PERS – Public Employees Retirement System benefits
- Paid Vacation and Sick Leave benefits
- Probationary Period – 90 days

Applicants must meet the following job qualifications:

- Be at least 18 years of age and in possession of a valid driver's license
- Pass a criminal background check and drug test
- Possess an Associate's or Bachelor's Degree in Agriculture or Natural Resources or a related field of study. In the absence of a degree, applicant must possess a High School Diploma or equivalent with knowledge or experience
- Able to work independently and in a team environment
- Strong oral and written communications skills
- Proficient in using Microsoft Word, Excel, PowerPoint and Publisher programs
- Able to work in a variety of outdoor conditions
- Be available for Out of Town travel, and trainings

Job duties include:

- Maintain and Manage District Rental Equipment.
- Ability to become proficient in Conservation Planning and Engineering according to USDA/NRCS & SWCD Policy and Procedures.
- Promoting Lawrence SWCD through outreach activities, public relations, and event planning
- Other duties as required to provide SWCD services

Please mail your completed application to: Lawrence SWCD
P.O. Box 144
Willow Wood, OH 45696

The Application and Job Position Description are available on our website at:
www.lawrenceswcd.com

Applications are to be received at the Lawrence SWCD Office
No later than 3:30 p.m. on Friday, April 27, 2018

Please direct all inquiries to: Matthew A. Capper at 740-867-4737 or
mcapperlawswcd@zoominternet.net

AN EQUAL OPPORTUNITY EMPLOYER

**LAWRENCE SOIL & WATER CONSERVATION
POSITION DESCRIPTION: DISTRICT TECHNICIAN**

NATURE AND PURPOSE OF POSITION

The District Technician is a full time position of the Lawrence Soil and Water Conservation District. This position is the directly responsibility to the Board of Supervisors through the Administrative Assistant for the day-to-day supervision. The employee will carry out the responsibilities of the position as assigned by the Board of Supervisors in this document and their standard of performance.

DUTIES AND RESPONSIBILITIES:

1. Manage the no-till drills, corn planter, lime spreader, and fertilize spreader programs which includes scheduling, signing of agreements on all equipment, making field adjustments and maintenance of no-till equipment. Maintenance over \$200 one board member must approve, anything over \$500 must have three board members approval, if an emergency. (Adopted on 7/26/96)
2. Assist land users in selecting and applying conservation cropping systems, vegetative practices, and establish, renovation and maintenance of legumes and grasses in pasture and hay land situations.
3. Assist in the SWCD's annual tree packet program. This includes picking up the packets from Athens SWCD, and distributing the packets.
4. Organize and direct technical workshops. Coordinate with individuals and agencies involved with effort. Create new workshops and expand and improve existing workshops.
5. Assist land users in planning woodland management practices including tree planting, windbreaks, woodland protections and timber site improvements.
6. Assist the Board of Supervisors and staff with the planning and conducting of conservation field days, tours, educational meetings, annual banquets or related activities.
7. Be proficient in conservation planning according to NRCS policy and procedures. Develop and apply a follow-up schedule on the application and maintenance of soil and water conservation practices on planned lands. Encourage compliance and office assistance in applying conservation plans. Assist NRCS in planning.
8. Locate boundaries on aerial photographs of lands to be planned; prepare land use maps; and use planimeter to measure acreage fields.
9. Deliver completed conservation folder to the land users; review plans with them and make arrangements to give on-site assistance that will be needed in applying practices. Assist the district conservationist.
10. Explain the district's conservation program to the public; encourage landowners and operators to become district cooperators; receive and process applications from land

users to become district cooperators; and if necessary, plan and layout single practices such as pasture improvement, ponds, waterways, or alternative water control systems on farms.

11. Gather information and take photos for the preparation of news articles; assist with radio programs, news releases, and compiling district newsletter.
12. Prepare and maintain required forms and assist the district conservationist and administrative assistant in maintaining other work unit records in preparing reports.
13. Maintaining records as required by the SWCD and the Ohio Soil and Water Conservation Commission, (ie. OSWCC form 20).
14. Employee will attend Lawrence SWCD board meetings as required by the Board of Supervisors, trainings and any board approved meetings.
15. Employee will document information and assistance provided to land users in appropriate files. (form NRCS- CPA- 6)
16. Make site investigations, preliminary engineering surveys and soil reconnaissance; recommend needs and feasibility; lay out and supervise construction and recommend acceptance of completed practices to the district conservationist.
17. Become proficient in using such surveying tools as the level, stadia board, and transit:
 - a. Make engineering surveys and soil investigations; record field notes; and prepare design for review and approval of the district conservationist or engineer. Layout, supervise construction of and inspect conservation practices in reference to Engineering Authority approval chart as recommended by the Lawrence SWCD board.
 - b. Develop water disposal systems on small areas including selection of suitable outlets and sites for waterways; lay out and assist farmers in shaping and installing waterways.
 - c. Help survey and lay out diversion lines; record field notes; demonstrate method of building and maintaining, and check cross sections and water carrying capacity after completion to ascertain that diversions are constructed in accordance with specifications.
 - d. Help engineering surveys for drainage systems and animal waste designs, record field notes and plot topographic maps for use in designing the drainage systems. (pending job approval)
 - e. Direct contractors and inspect installation of conservation practices for either cost share programs or practices drawn to Natural Resources Conservation Service standards and specifications.
 - f. Call OUPS for design location of utilities, prior to any construction.
18. Performs preventative maintenance on automotive, tillage, engineering and office equipment.

19. Provide assistance to land users under S.B. 160 procedures and provide assistance to farmers to stay in compliance under the provisions of H.B. BB and Farm Bill.
20. Assists with District Programs as needed.
21. Issue and maintain the 911 addressing in Lawrence County.
22. Assist landowners, County Engineer's, Board of Commissioners; Township Trustees and Municipal officials with soil erosion and drainage problems.
23. Implement the County Soil Judging Contest with help from District Staff (if needed).
24. All other duties assigned by the Manager of Administrative Services and Board of Supervisors.

TRAINING

Training is district philosophy, district programs and potential, district responsibilities and authorities, as provided by the district's enabling act and amendments thereto, and guidance in management and administration will be provided by the Division of Soil and Water Resources, Ohio Department of Natural Resources.

Training in the art and science of conservation technology and in standards and specifications for conservation practices will be provided by the Natural Resources Conservation Service as recommended by SWCD job approval authority.

Training in the work and responsibilities of other agencies and organizations will be provided by those respective agencies through appropriate agreements.

SUPERVISION AND GUIDANCE:

General technical supervision is received from the district conservationist. The district technician is responsible for making his/her own appointments, for developing his/her weekly schedule and changing the schedule as necessitated by request for assistance and by weather conditions. The work is spot checked by NRCS for compliance in the technical standards. Specific technical guides, manuals and handbooks are available for his/her use. An appropriate training schedule should be worked out with the district conservationist. The OSWCC and Administrative Assistant will assist in the training involved education and other activities of the district.

PERSONAL WORK CONTRACT:

The District Technician works with individual land users assisting them in applying conservation practices on their land. He/she works with groups of land users in assisting the district in

conducting group meetings. He/she answers the telephone and meets office callers and furnished information requested or makes appointments to render assistance. He/she assists the district in developing and maintaining good work relationships with the office of local, state, federal government agencies and organizations. He/she makes contacts with local contractors and landowners after initial (48 hours) contact from contractor or landowners for pre construction visits during, and after the job is completed with the conservation practice which he has signed up for.

PERFORMANCE REVIEW:

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annual with the employee as described in the approved Employment Policy. The employee agrees that all assistance is provided with out regards to race, color, national origin, age, sex, religion, martial status and handicap.

Adopted by the Lawrence Soil and Water Conservation District Board of Supervisors in the official minutes and reviewed with the District Employee:

SWCD Board Chairman **Date**

SWCD District Technician **Date**



LAWRENCE SOIL AND WATER CONSERVATION DISTRICT
P.O. BOX 144, WILLOW WOOD, OH 45696
TELEPHONE (740) 867-4737 FAX (740) 867-5513

Application for Employment

Name: _____

Present Address: _____
(Street Address) (Telephone home & business phone)

(City) (State) (Zip Code) (County)

Social Security Number (Optional): _____

Person to be contacted in case of an emergency: _____
(Name)

(address) (home phone) (business phone)

Military/Service: _____ Mo./Yr. _____ Mo./Yr. _____
(branch) (rank/rate) (from) (to)

EDUCATION:

-High School attended (name & address): _____

Years attended: _____ Year Graduated: _____

-College attended (name & address): _____

Years attended: _____ Year Graduated: _____

Major course of study: _____

-Trade/Business School attended: _____

Years attended: _____ Year Graduated: _____

Major course of study: _____

Specify how you meet the minimum qualifications for this position:

(Attach an additional sheet if necessary):

WORK EXPERIENCE:

Please list the most recent employment first. (Attach additional sheet if necessary)

-Employer (name & address): _____

Job Title & Duties: _____

Immediate Supervisor: _____ **Phone No:** _____

Salary \$ _____ **Are you employed there now?** Yes / No **May we contact them?** Yes / No

If not, state reason why? _____

Dates of employment: from: _____ **to:** _____

-Employer (name & address): _____

Job Title & Duties: _____

Immediate Supervisor: _____ Phone No: _____

Salary \$ _____ Are you employed there now? Yes / No May we contact them? Yes / No

If not, state reason why? _____

Dates of employment: from: _____ to: _____

-Employer (name & address): _____

Job Title & Duties: _____

Immediate Supervisor: _____ Phone No: _____

Salary \$ _____ Are you employed there now? Yes / No May we contact them? Yes / No

If not, state reason why? _____

Dates of employment: from: _____ to: _____

REFERENCE: (Attach additional sheet if necessary)

List name, address & phone number for three references and years known (no relatives):

1) _____

2) _____

3) _____

List agricultural/soil experience: _____

How did you learn of the position?: _____

On an additional blank sheet, write one paragraph explaining why you would like to work for the Lawrence Soil and Water Conservation District.

I hereby affirm the above information is correct to the Best of my ability and authorize the Lawrence Soil & Water Conservation District to contact any or all of my Past or Present employers concerning my employment except a noted under comments above.

Legal Signature

Date

Complete and return this application, accompanying a resume to:

Lawrence Soil & Water Conservation District (LSWCD)
P.O. Box 144, 5459 State Route 217
Willow Wood, OH 45696