

**HANCOCK SOIL & WATER CONSERVATION DISTRICT
JOB DESCRIPTION**

SPECIAL PROJECTS TECHNICIAN

INTRODUCTION

This position is that of Special Projects Technician. This is a grant funded position. This position is under the daily supervision of the District Program Administrator.

The Special Projects Technician position will be the lead on the H2Ohio program including promoting, educating, implementing, monitoring and recording all projects and programs related to H2Ohio programs as directed by the District Program Administrator and/or other staff members as directed.

The District Technician position will assist in the fieldwork, survey work, design and application of conservation practices. The District Technician will attend regular and special board meetings at the discretion of the board of supervisors.

DUTIES & RESPOSIBILITIES:

A. Special Projects Duties

1. Special Projects Technician will have a thorough knowledge of H2Ohio programs/projects as well as any future grants and projects assigned. Will be the lead for all phases of planning and installing H2Ohio grant practices. Has the ability to conduct group meetings and organize groups of landowners through voluntary associations to educate and encourage participation in the grant program.
2. Prepares resource management systems. Delivers and explains plans to land users. Makes follow-up visits and gives technical advice on agronomic, engineering, wildlife, and forestry practices. Collects and assembles information for inventories and evaluations. Calculates project construction assessments based on landowner benefits. Prepares urban and/or group plans of operations according to NRCS guidelines.
4. Assists other District employees with their duties and responsibilities when his/her schedule is not filled with technical and/or grant projects. Priority is given to the H2Ohio grant; however, will assist with other grants for the benefit of Hancock Soil & Water Conservation District.
5. Assists supervisors and staff in conducting field days, conservation demonstrations, and public meetings. Works with the news media to present information to the public on H2Ohio programs and District programs and events. Reviews information and reports with County and State officials and reviewing agencies.
6. Prepares and submits federal and state grant applications for expanding District programs. Implements grant programs with landowners and completes required reports on Beehive.
7. Reviews and updates job approval authority with NRCS field and area office staff for conservation practices. Designs, checks, and approves construction of engineering plans.

B. District Technician

- 1.** Be familiar with the purpose of the District, its history, its objectives, the annual and long range plans of work.
- 2.** Become proficient in use of surveying tools including but not limited to CAD, AUTO CAD/Civil 3D, GPS surveying equipment and GIS. Also, in conducting preliminary surveys and soil investigations, recording field notes, and plotting topographic maps for use in designing conservation practices.
- 3.** Become proficient in the use of aerial photographs to locate property boundaries, measuring distances, and a planimeter used in determining acreage.
- 4.** Become proficient in the design, drafting, installation, and construction checking of conservation practices.
- 5.** Become familiar with inter-related agencies through visits to the agencies, offices and working with agency personnel.
- 6.** Assist the District board of supervisors in the promotion of conservation programs and activities which help educate the general public about soil and water conservation practices.
- 7.** Become familiar with the Hancock County Soil Survey, including the on-line SURGO, its charts, tables, descriptions of the soils in the county.
- 8.** Work with landowners and contractors in the field by discussing needed conservation measures and developing Nutrient Management plans when needed. After approval of prepared plans, does necessary staking and supervision of construction to get the practice properly installed in timely manner.
- 9.** Develop and apply a follow-up schedule on application and maintenance of soil and water conservation practices on district co-operators land; observe applied practices in the field and make recommendations to the landowners for proper maintenance of these practices, encourage landowners to complete the application of conservation practices by making follow-up visits and giving advice on application of conservation practices.
- 10.** Training schools provided by the ODA, NRCS, etc. will be attended by the District Technician within the ability of the district finances.
- 11.** The District Technician is responsible for making his/her own appointments, for developing his/her weekly schedule and changing the schedule as necessitated by requests for assistance and by weather conditions. The work is occasionally spot checked by the supervisor for compliance with the technical standards. Specified technical guides, manuals and handbooks are available for his/her use.

SUPERVISION AND GUIDANCE

A full time, 40 hours per week job, the individual filling this position will be responsible to the Hancock Soil and Water Conservation Districts Board of Supervisors, with overall supervision provided by the Hancock SWCD Program Administrator. Benefits for this position will fall within the guidelines set forth within the Hancock SWCD's Employment Policy.

WORK ENVIRONMENT HAZARDS

Hazards of this job that the employee should be aware of include, but are not limited to; rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, operating equipment in field conditions, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

PERFORMANCE REVIEW

Your performance of each duty in this position will be evaluated against the requirements developed for the position. A probationary review will be conducted at 30 days, 90 days and 180 days from the first day of employment with the district. A formal review will be completed on a yearly basis and will be discussed with you. Employee must pass any/all random drug/alcohol test at any time as requested by the Board of Supervisors and/or District Program Administrator. Your performance rating is an overall evaluation of your performance in the judgement of the Board of Supervisors. The review will be the basis for any merit pay increases granted by the District Board of Supervisors.

ADDITIONAL INFORMATION

Position requires extensive field work and the ability to travel uneven terrain by foot. Should have proficiency in verbal and written communications and computer entry. Must possess a valid Ohio driver's license and be insurable. Salary is commensurate with education and experience. Benefits include health insurance, Medicare, Ohio PERS, vacation & sick leave. Must pass pre-employment drug test and background check.

Submit resume and 3 references to 7868 CR 140, Suite E, Findlay, Ohio must be received by close of business on February 2, 2023, 419-422-6569 EOE M-F.

Contact: Jean Ann Derr, District Program Administrator
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