

Richland County Government Center

Position Description

Name:	Pay Grade: H
Position Title: Conservation Technician	FLSA: Exempt
Date:	Hours/Week:
Department: Land Conservation	Reports To: Land Conservation Committee

Purpose of Position:

The purpose of this position is assisting the County Conservationist and the landowners of Richland County regarding the implementation of NR 151 Non-point Source Pollution Standards, Soil and Water Resource Management program, Farmland Preservation program, Lake Monitoring and Protection Network program, the County's Manure Storage Ordinance, and the implementation of the County's Land and Water Resource Management plan.

Purpose of Technical Position: To provide technical assistance by surveying, designing, and inspecting soil and water conservation practices for the landowners of Richland County

Purpose of the Planner Position: To provide agronomic and plan assistance to the landowners of Richland County including conservation plans and nutrient management plans.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Maintain records in compliance with county, state, and federal requirements.
- Provided information to the County Conservationist regarding technical assistance provided for county and state agencies annual reports.
- Work cooperatively with the County Conservationist to ensure compliance with the County's Manure Storage Ordinance.
- Works closely with other county, state, and federal agencies to ensure cooperative efforts in natural resources protection. Contact landowners, as requested, to explain conservation program objectives, review soil and water conservation challenges and collect information regarding those challenges.
- Maintains current knowledge of soil and water conservation programs and techniques through participating in on-going training.
- Enter and maintain data on the county computer system including environment modeling programs
- Use Microsoft Office Suite Software and other computer programs daily
- Work independently, with limited indirect oversight, or in small groups to accomplish daily activities
- Assists the County Conservationist with educational programs including fair displays, news releases, contests, school, and Community presentations, etc.
- Maintains knowledge of current land and resource conservation laws and regulations.
- Attends County Land Conservation Committee and other meetings as required.
- Coordinates and Monitors erosion control and water quality projects construction, layout, and final inspection.
- Performs soil and water conservation program inspections.

- Performs topographic survey and design for conservation project construction plans.

Technical Duties and Responsibilities

- Develops conservation land use plans for county landowners. Surveys, designs, and inspects construction of conservation erosion control measures and water quality protection practices.
- Provides technical assistance to county residents regarding soil and water conservation practices.
- Provides technical assistance to Landowner's including design and practices advice for compliance with conservation standards, Farmland Preservation, Conservation Reserve Enhancement Program, Mill Creek PL-566 program, Lake Monitoring and Protection Network grant.
- Develop cost-share agreements with landowners who qualify.
- Provide oversight to county located engineering projects and assist other local units of government.
- Plan, survey, design and inspect the installation of engineered conservation practices to ensure compliance with County, State and Federal standards and specifications.
- Operate and maintain equipment used in the inventorying, monitoring, surveying, designing and construction of soil and water conservation practices.
- Improve and/or maintain Engineering Job Approval and certifications through advanced training and continued work experience
- Provides information to clients regarding soil capability and suitability for various uses. Reviews environmental problems to determine possible solutions, eligibility for cost share funds.

Planner Duties and Responsibilities

- Develops conservation land use plans for county landowners. Assist the Conservation Technician with surveys, designs, inspections and construction of conservation erosion control measures and water quality protection practices. Performs field survey using transit, clinometer, and other tools to determine elevations and slope.
- Provides information and assistance to landowners/farm operators about water and soil conservation problems. Assists with implementation of required conservation plans and revisions to existing plans.
- Acts a resource person for other agencies, crop consultants, agronomists, and others to promote conservation.
- Maintains documentation for Farmland Preservation and other programs. Provides soil and water conservation information to landowner and the public by preparing reports and one-on-one contact with landowners and farm operators.
- Assists with nutrient management plan farmer training.
- Assists with watershed structure and streambank maintenance and inspection.
- Performs field inspections to ensure compliance with soil and water conservation programs.
- Provides technical assistance to Landowner's including design and practices advice for compliance with conservation standards. Administers and provides technical assistance for the County Wildlife Damage, Soil and Water Resource Management Program, Farmland Preservation and Conservation Reserve Enhancement Program

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's degree in soil conservation, natural resources, or related fields or an associate degree in Natural resource from a technical college with 2 years' experience. Knowledge of surveying techniques and Agricultural Waste Management Systems required for technical position. Knowledge of cropping practices, livestock practices and nutrient management are required for the planner position with a preference that applicants possess CCA credentials. Candidate must also be familiar with current farming practices and be able to work effectively with

people representing diverse interests. Requirements can be satisfied with an equivalent combination of education and experience.

Applicant must have:

- Working knowledge of the principles of soil and water conservation practices
- Working knowledge of soil science, geology, and hydrology
- Familiarity with farming operations, including crop and livestock management
- Ability to identify soil and water challenges and develop appropriate conservation solutions.
- Working knowledge of the principles and practices of environmental and agricultural engineering

Computer and Office Equipment

- Ability to operate a variety of office equipment including personal computer, digital telephone, calculator, copy machine, camera, etc.
- Must be proficient in Microsoft Office programs and be able to use the Outlook, Word and Excel functions with the ability to develop and expand detailed and complicated word processing techniques and programs.
- Must be proficient in the use on ArcGIS.
- Planner position must be proficient in SNAP PLUS software

Physical and Mental Ability Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manual.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customer or employees of the organization
- Ability to use design data and information such as BMP manuals, engineering manuals, aerial photos, survey notes, soil surveys, topographic maps, computer software operating manuals, farm management plans, budgets, plant identification books and a variety of State and Federal Conservation program rules and regulations.
- Ability to persuade and convince others. Ability to advise and interpret on how to apply policies, procedures, and standards to specific situations.
- Ability to analyze data and information using established criteria to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and /or sort data and information. Ability to assemble, copy record and transcribe data. Ability to classify, compute, tabulate and categorize data.
- Ability to communicate effectively with State, Local and Federal Conservation Agency staff, landowners, wildlife organizations, County Conservationist, County Board Supervisors, Land Conservation Committee members, UW-Extension, engineers, private contractors, both in person and in writing.
- Professional and personal in a manner that allows the public to develop trust in his/her (and department's) competency to provide workable solutions to soil and water conservation challenges.
- Innovative in using and developing strong written, oral, and social communication skills.

Mathematical Ability

- Ability to calculate percentages, fractions, and decimals; ability to calculate volume, ratios, present values, spatial relationships; and ability to interpret basic descriptive statistical reports. Ability to apply concepts of basic algebra and geometry.

Judgment and Situational Reasoning Ability

- Able to process information to allow for critical thinking that produces the best decision for the task.
- Proficient in time management to allow for effective implementation of workload.

- Flexible and be able to adapt to changing departmental priorities, including the ability to immediately modify anticipated daily/monthly/yearly schedules to meet the requirements of the department's Land and Water Resource Management Plan.
- Ability to apply situational reasoning ability by exercising judgement, decisiveness and creativity in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in performing activities within rational systems involving diversified work requiring exercise of judgment
- Flexible and be able to adapt to changing departmental priorities, including the ability to immediately modify anticipated daily/monthly/yearly schedules to be the requirements of the department's Land Water Resource Management Plan
- Self-directed in learning and able to develop problem-solving solutions that he/she can understand and effectively explain to government officials, private landowners, and local businesses before, during and after project implementation.
- Independent in work habits and able to self-direct daily workload to prioritize, balance and complete multiple tasks without oversight.
- Efficient and productive with limited time and financial resources, including the resources provided by the Land Conservation Department and its partner agencies, the landowner and any of the contractors working on a conservation project.
- Willing to commit to and be held accountable for producing positive, high-quality results regarding the short and long-term use and management of our shared natural resources.

Physical Requirements

- Ability to operate equipment and machinery requiring simple, periodic adjustments such as drive a vehicle. Ability to move and guide material using simple tools.
- Ability to exert very moderate physical effort in sedentary to light work, involving stooping, kneeling, crouching, and crawling. Ability to handle, finger and feel. Ability to lift, carry, push, and pull.
- Ability to recognize and Identify degrees of similarities or differences between characteristic of colors, forms, sounds, textures, etc., associated with objects, materials, ingredients, soil types and maps.

Environmental Adaptability

- Ability, regarding environmental factors such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, disease and/or dust, to work under moderately safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.