

## Now Hiring District Technician

The Morton County Soil Conservation District is looking for a full time District Technician.

### Job Description

#### Title: District Technician

**Introduction:** This position is that of a District Technician that will provide technical assistance for the Morton County Soil Conservation District.

#### Duties and Responsibilities:

1. Promote conservation practices through cooperator contact and follow-up.
2. Maintains daily contact with the office. Notifies office of any changes in schedules.
3. Supervises and assists the tree planting crew to make sure trees are planted according to plan.
4. Works with a team to assess the need for conservation work within the district and recommends actions and programs.
5. Responsible for performing tree health assessments for Morton County landowners.
6. Maintains a working knowledge of locally common tree and shrub species and species characteristics.
7. Assists with conservation practice design, layout, installation, and associated paperwork.
8. Applies conservation practices according to NRCS specifications.
9. Maintains personal contacts with cooperators who have need for resource conservation assistance.
10. Knowledgeable of conservation program guidelines and practice specifications.
11. Maintains a cooperative relationship with natural resource agencies, local units of government, and state and federal agencies that operate within the district.
12. Identifies sources and recommends action for the district board to secure the needed personnel for district operations.
13. Keeps district board informed of actions taken, trends in conservation work, and issues in which the district may have an interest.
14. Coordinates the district equipment and rental program.
15. Assumes responsibility and exercises own initiative in furthering district programs.
16. Prepares and presents conservation programs to schools, groups, and agencies.
17. Assists NRCS personnel in the Mandan Field Office.
18. Documents on-site and office contact and plan development in assistance notes, Toolkit, and PRS.
19. Advises NRCS personnel of landowners needing technical assistance.
20. Cooperates with NRCS personnel in carrying out conservation programs.
21. Supports efforts to market concepts of soil health to achieve optimum land use consistent with conservation objectives.
22. Assists with gathering data needed for conservation plans.
23. Assists with report writing and conservation plan development.
24. Participates in team development of the district's annual and long-range plan of work.
25. Reports monthly to district board on activities and accomplishments.
26. Keeps an up to date log on daily activities to present at the monthly district board meeting.
27. Publicizes conservation efforts in cooperation with the NRCS District Conservationist and other district staff through news articles, conducting tours and demonstrations, speaking to groups, social media, and other outlets.
28. Manages district programs in cooperation with other district staff.
29. Coordinates requests for assistance with NRCS and other appropriate resource agencies.
30. Provides assistance to cooperators applying practices, including design, layout, and installation.

31. Seeks follow-up on practices installed to evaluate their effectiveness and assess need for maintenance.
32. Operates district and NRCS equipment safely for authorized purposes only.
33. Becomes familiar with NRCS field office technical guide for conservation practice specifications.
34. Becomes familiar with the published soil survey book and its uses in planning conservation practices.
35. Attends training sessions when approved by the district board.
36. Responsible for proper maintenance of district equipment, buildings, and property.
37. Performs other related duties as requested by the district board.
38. Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of conservation programs and services.

**Other Requirements:** Valid driver's license and clean driving record. Relevant 4-year college degree preferred, but not required. Ability to lift and carry 50 pounds at a time.

**Supervision:** This position is the direct responsibility of the board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day-to-day duties of this position.

**Performance Review:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisor on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. It will be the basis for any merit pay increases granted by the district board.

**Wages:** \$ 15.50-\$19/hour DOE

**Benefits:** Paid annual leave, paid sick leave, paid federal holidays, and paid single plan health insurance are all available right away. Retirement will be offered after probationary period.

**Application Deadline:** The Morton County SCD will accept applications until the position is filled.

**Contact:** Beth McCleary 701-667-1163 Ext 3 or email [beth.mccleary@nd.nacdnet.net](mailto:beth.mccleary@nd.nacdnet.net)

Please send your application, resume, and cover letter to:

[Beth.mccleary@nd.nacdnet.net](mailto:Beth.mccleary@nd.nacdnet.net)

Or

Morton County SCD  
c/o Beth McCleary  
2540 Overlook Lane  
Mandan, ND 58554