

We are Hiring!



Job description – District Technician—Mandan, ND

Introduction: The District Technician will provide technical assistance to residents and landowners on behalf of the Morton County Soil Conservation District. This position is responsible for management of the district’s tree sales, machine planting, and fabric installation program. They will also assist with conservation planning workload to provide improvements on ag land.

Duties and Responsibilities:

1. Promote conservation planning and practices through cooperator contact and follow-up.
2. Build and maintain a knowledge of locally common tree and shrub species as well as their characteristics.
3. Create, plan, design, and apply various conservation practices, such as tree plantings, to meet or exceed the requirements of NRCS Specifications.
4. Supervise and assist a team of seasonal employees to make sure trees are planted according to plan.
5. Perform tree health assessments on windbreaks and shelterbelts for Morton County landowners.
6. Work with a team to assess the need for conservation work within the district and recommend action.
7. Maintain professional contact with cooperators who have need for resource conservation assistance.
8. Become knowledgeable on conservation program guidelines and practice specifications.
9. Maintain a cooperative working relationship with natural resource agencies, local units of government, state, and federal agencies that operate within the district.
10. Assist with hiring process to locate seasonal and temporary employees to meet the needs of district operations.
11. Provide monthly report to district board on status of current workload and topics which require board approval.
12. Coordinate the district equipment rental program; including scheduling, delivery, maintenance and/or repair.
13. Assume responsibility and exercise initiative in furthering district programs.
14. Prepare and present conservation programs to schools, groups, and agencies.
15. Cooperate and assist NRCS personnel with tasks, as assigned, in the Mandan Field Office.
16. Document contact, assistance, and work on projects through assistance notes, Conservation Desktop, and PRS.
17. Support efforts to market concepts of soil health to achieve land use consistent with conservation objectives.
18. Participates in team development of the district's annual and long-range plan of work.
19. Publicize 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.
20. Cooperate with other staff to facilitate district programs such as the O-M-G Grassland Improvement Fund and 319 Watershed Program.

21. Follow-up on practices installed to evaluate their effectiveness and assess need for maintenance.
22. Operate district and NRCS equipment safely for authorized purposes only.
23. Become familiar with NRCS field office technical guide for conservation practice specifications.
24. Become familiar with the published soil survey book and its uses in planning conservation practices.
25. Attends training sessions when approved by the district board.
26. Responsible for proper maintenance of district equipment, buildings, and property.
27. Performs other related duties as requested by the district board.
28. 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 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: \$ 20.00+ DOE

Benefits: Paid annual leave, paid sick leave, paid federal holidays, and paid single plan health, vision, & dental insurance are all available right away. Retirement will be offered after a 3-month probationary period.

Expected Schedule: 8 hour shift, 40 per week (Mon – Fri 8-4:30pm)

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

Schedule:

8 hour shift (Mon – Fri 8-4:30pm)

Application Deadline: The Morton County SCD will accept applications until the position is filled. Please send your resume, and cover letter to: lisa.galster@nd.nacdnet.net Or mail to:

Morton County SCD
c/o Lisa Galster
2540 Overlook Lane
Mandan, ND 58554

