

**APPLY TODAY!!**

**WAGONER COUNTY CONSERVATION DISTRICT**

**SHARED TECHNICIAN POSITION**



This position works jointly with Wagoner County Conservation District (WCCD) and the Natural Resources Conservation Service (NRCS) to support and deliver conservation planning and assist with conservation minded events and activities.

Applicants must have a High School Diploma or equivalent. 1-year of general agricultural experience or 12 college credit hours of Natural Resources, Agriculture or Engineering related courses; or a combination of experience and education is required.

Basic computer knowledge, the ability to work outdoors, and good communication skills are also needed.

Salary and Benefits - \$3,558.61 monthly, health insurance, retirement plan, vacation, and sick leave.

To apply, email [COVER LETTER](mailto:coverletter@conservation.ok.gov), [RESUME](mailto:resume@conservation.ok.gov), and [REFERENCES](mailto:references@conservation.ok.gov) to [wagonerccd@conservation.ok.gov](mailto:wagonerccd@conservation.ok.gov)

# **Wagoner County Conservation District**

## *NRCS Shared Technician*

### **Position Description**

The person in this position works for the Wagoner County Conservation District and is supervised by the Conservation District Board of Directors and the Natural Resource Conservation Service (NRCS) Team District Conservationist (DC). One board member (generally the Chairman) and the NRCS Team DC are designated as the day-to-day contacts. The employee serves as a Shared Soil Conservation Technician (75% NRCS, 25% District) to provide advice and assistance to local landowners and is expected to carry out most duties, programs, and activities under supervision from NRCS and/or the district board, and is expected to keep the district manager, board members, and NRCS supervisor fully informed of activities. Performance standards for each major job duty and other work components will be used in the evaluation of job performance. The position provides USDA program support and delivers conservation planning to conservation districts, partners, and the public. This position works under the direction of the NRCS District Conservationist and other NRCS and Conservation District team members and provides support to USDA programs, state cost-share, and conservation technical assistance by performing the following primary responsibilities.

### **EDUCATION AND/OR EXPERIENCE**

High School graduation or equivalent and either one (1) year of general agricultural experience or 12 semester hours of Natural Resources, Agriculture or Engineering related courses or a combination of experience and education sufficient to successfully perform the duties of the job such as those listed above.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Hear normal conversation in person and on the telephone.
- Mobility of arms to reach, and the dexterity of hands to grasp and manipulate small objects, write legibly, and use tools.
- Good peripheral vision and depth perception.
- Use hands to operate equipment.
- Use lower body mobility to climb, balance, stand, walk, stoop, bend, and extend legs, kneel, crouch, crawl, reach, push, pull, and lift.
- Walk on uneven ground, rough terrain, and through dense vegetation.
- Work outside in weather extremes of the local climate.
- Exposure to alternating noise levels.
- Possible exposure to herbicide and chemical spray operations, requiring safety precautions and protective gear/clothing, such as a hard hat, boots, and gloves, to minimize risk

### **PRIMARY NRCS JOB DUTIES (75%)**

- Perform work under the specific standards, specifications, guidelines, and techniques established in soil and water conservation procedures.
- Survey fields and interpret soil survey maps.
- Enter data and prepare forms and farm maps from sketches and field notes.
- Use computation formulas to compile data concerning physical land features.



- Identify appropriate standard conservation practices and determine the type of equipment suited for installing the conservation measure.
- Determine needs for updating and/or completing records and documentation packages related to technical work assignments and initiate action to acquire needed information from others as indicated by situations encountered in the work.
- Complete checkout on completed practice construction/installation.
- Recognize and identify situations when existing soil and water conservation standards or specifications cannot be applied or when significant deviation is necessary and referral those applications to a higher-grade technician or supervisor.
- Complete required reporting, including quarterly task worksheet.
- Complete required training and maintain certifications related to the position.
- Explain conservation practices and applications to land managers.
- Provide outreach for conservation planning and Farm Bill programs.
- Assist customers with program applications.
- Meet with landowners to promote state cost-share programs, farm bill programs, and discuss natural resource concerns and solutions.

#### **SUPERVISORY CONTROLS FOR NRCS WORK TASKS (75%)**

The Conservation District board will coordinate with the NRCS District Conservationist (DC) to determine the general scope of work to be completed. The DC must jointly approve and sign off on timesheets and leave requests with the Conservation District board. The DC will provide day to day guidance in making assignments by indicating the specific conservation activities to be completed. The DC and/or other NRCS personnel will provide clear procedural instructions for the assigned work and sets a date for completion. Additional specific instructions for new, more difficult, or unusual assignments, accompanied by suggested work procedures and problems not covered by instructions, are provided by the DC and/or other NRCS personnel. Completed work is reviewed by the DC and/or other NRCS personnel for technical accuracy, including, for example, compliance with erosion control specifications and the proper recording of land planning data.

#### **PRIMARY DISTRICT JOB DUTIES (25%)**

- Perform work under the specific standards, specifications, guidelines, and techniques established by the conservation district.
- Assist with locally-led state cost-share program implementation, including assisting with applications, rankings, and practice certification and claims.
- Assist with district educational outreach activities.
- Attend and participate in meetings and training sessions as authorized by the district board.
- Provide limited administrative and/or office assistance, including answering phone calls, greeting and assisting customers.
- Promote and assist with district programs.
- Assist with local service program needs to advance the local conservation effort, such as maintaining inventory, arranging or assisting with repairs to district-owned property or equipment.
- Assist district manager with high workload activities that have short deadlines, such as youth contests.
- Provide a written monthly report of activities at each conservation district board meeting.
- Attend the monthly district board meeting.
- If watersheds are present within the district boundaries, assists the district board and other



district staff with annual inspections, inspections following significant rainfall events, development of Watershed Dam Actions Needed (WDAN) Report, processing OKIE tickets, and alerts the district board or district manager to maintenance or structural issues on or around the structures.

- Other duties as assigned.

#### **SUPERVISORY CONTROLS FOR DISTRICT WORK TASKS (25%)**

The Conservation District board will determine the general scope of work to be completed. The district board must jointly approve and sign off on timesheets and leave requests with the DC. The district board will provide day to day guidance in making assignments by indicating the specific activities to be completed. The district board will provide clear procedural instructions for the assigned work and set a date for completion. Completed work is reviewed by the district board for accuracy.

#### **PERFORMANCE STANDARDS**

- The mindset of teamwork and flexibility are present; taking the overall goals, needs, and limitations of the NRCS and district into consideration at all times.
- Although the normal work area is the district office or a producer's work site location; the employee assists with office duties as requested. This includes answering the phone, greeting customers, and completing record keeping related to both NRCS programs and District programs.
- If the employee cannot meet the needs of customers, information will be obtained and provided to other staff members for action.
- All customers, district staff, board members, and other agency employees are treated with courtesy and respect.
- NRCS work duties are performed and completed in accordance with established Soil Conservation Technician standard position description requirements and follow established soil conservation practice procedures and protocols.
- Unless workload does not permit attendance, the employee attends board meetings and presents a report on the past month's activities and upcoming projects.
- Coordination of job duties is done in a manner that is the most efficient use of work hours.
- NRCS and District policy are followed when performing work tasks.
- The employee assists with completion of watershed inspections, provides input for the WDAN report, promptly replies to OKIE tickets if tasked with response.
- Good relations with current and potential customers are actively pursued. Problems that cannot be addressed are referred to a higher-level NRCS technician, the DC and/or the district board immediately.
- All NRCS owned and/or district owned and controlled equipment, vehicles, and tools entrusted to the employee are kept in good working order and are secured. General maintenance is recorded, scheduled, and completed as needed. Repairs are made in a timely manner and any major problems, needs, or security concerns are reported immediately.
- Required training and reporting are completed on time and to a satisfactory level.
- Job tasks are completed following established procedures and processes and on time; any significant delay or deviation is reported to the appropriate supervisor

#### **KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)**

Knowledge of standard soil and water conservation techniques, measures, and practices and skill in their application and maintenance on predetermined agricultural sites. The incumbent supports the efforts of more seasoned conservationists who are themselves performing standard technical tasks.



KSAs include:

- Excellent communication skills, particularly in relation to agricultural production, land use, and conservation planning.
- Ability to execute specific rules, regulations, and procedures.
- Ability to apply a range of standard soil and water conservation practices, procedures, design methods, and operational criteria to land or farm units.
- Ability to provide reliable and acceptable service which affects further complex conservation practices with possible integration into a complete effort such as a waste, wetland, or cropland management system.
- Ability to receive, understand, and follow instructions for new tasks and work requirements.
- Perform a variety of routine procedural tasks or one or more complex duties related to regular and recurring technical work.
- Knowledge of appropriate standard conservation practices and land unit applications and ability to determine the best choice for uncomplicated situations.
- Ability to independently execute task sequences associated with recurring and continuing work within established procedures and make adjustments to accommodate minor deviations in work methods.

*We acknowledge the duties and performance standards contained within this position description and accept that this document is subject to change in the event that revisions are required by the OCC, NRCS, or by board action of the (DISTRICT NAME) Conservation District Directors; additional duties not specifically listed may be assigned on an as needed basis by the employee's supervisor(s).*

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<i>Date</i>	<i>Employee Printed Name</i>	<i>Employee Signature</i>
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<i>Date</i>	<i>NRCS Supervisor Printed Name</i>	<i>NRCS Supervisor Signature</i>
<hr/>	<hr/>	<hr/>
<i>Date</i>	<i>Director Printed Name</i>	<i>Director Signature</i>