

LAND MANAGEMENT TECHNICIAN
APPLY BY 4:30 P.M. ON SEPTEMBER 15, 2025

Compensation: A comprehensive benefits package, including a benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. The monthly salary for this position is \$3,558.61.

Location(s): Two positions available; one in Ft. Cobb, OK and one in Okmulgee, OK

Basic Purpose: This position works under the supervision of the Oklahoma Conservation Commission (OCC) Land Management Division Director and will be based in and employed by a local conservation district. The primary purpose of this position is to perform brush management duties towards the prevention of loss of life and property around local communities within Program boundaries.

Primary Duties for the Assigned Work Area include:

- Serve as the first point of contact for all brush free zone inquiries from the public and partnership organizations. Resolve problems appropriately.
- Build and maintain effective working relationships with local governments, associations, and other partners.
- Provide the Conservation District Board/Land Management Director with a monthly written report of work performed on their behalf. Maintain detailed records of daily activities.
- Attend monthly district board meeting for the assigned duty station district. At least quarterly, attend other district board meetings in assigned work area.
- Coordinate and conduct inventory and ranking of brush free zone needs in designated areas.
- Annually identify watershed eradication needs and develop a Critical Brush Free Zone Plan and submit to the Oklahoma Conservation Commission by August 1st each year.
- Monthly maintain and submit to OCC vehicle and equipment logs and credit card receipts.
- Coordinate and perform mechanical removal of trees, slash, and undesirable vegetation around local communities.
- Participate as a member of the Land Management Team assisting other conservation districts in the Program areas with brush free zone establishment.
- Responsible for proper maintenance and use of all OCC and district assigned vehicles, equipment, and tools.
- Build and maintain effective working relationships with each district employee and district board within the assigned work area.
- Maintain appropriate contact with OCC, particularly Land Management Division staff.
- Provide limited general in-office district operation assistance and support at the assigned duty station district.
- Other duties as directed by the Land Management Director and/or district board.

Knowledge, Skills and Abilities:

- Ability to manage time wisely, work independently, prioritize needs, develop schedules, and exercise initiative.
- Ability to safely drive a 1-ton pickup with gooseneck equipment trailer.
- Ability to properly operate skid steers with attachments such as buckets, mulchers, grapples, tree shears, tree saws, etc.
- Ability to properly operate other tools and machinery, as needed
- Ability to effectively present information, both written and oral, in one-on-one and small group

situations.

- Knowledge of and ability to use Microsoft Word, Excel, Teams, and Outlook.
- Skill in establishing and maintaining effective working relationships with others; expressing ideas clearly and concisely; creating a positive public image for employees, OCC, and Districts.
- Ability to read and comprehend simple instructions, short correspondence, memos, and emails.

Education and/or Experience: High school diploma or equivalent. Experience in customer service, public agencies, rural lands, construction maintenance, or closely related area; or an equivalent combination of education and experience sufficient to successfully perform the duties of the job such as those listed above.

Required Conditions of Employment:

- Must possess or obtain a Class A Commercial Driver's License (CDL) within 90-days of employment; this requirement will be a "condition" of passing an initial 90-day probationary period. Must maintain a valid Oklahoma CDL while employed.
- Maintain an acceptable, safe, and active driving record, together with proof of insurability.

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 conversations in person and on the telephone.
- Mobility of arms to reach, and the dexterity of hands to grasp and manipulate small objects and to write legibly.
- Good peripheral vision and depth perception.
- Use hands to operate hand and power tools and 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.
- Exert in excess of 50 pounds of force frequently and in excess of 20 pounds of force constantly to move objects.

How to apply: Interested and qualified applicants should submit a resume with daytime phone number, email, and at least two professional references. A cover letter indicating preferred work location and position being applied for must be provided. Documentation of applicable certifications and Class A Commercial Driver's License (CDL) should also be included.

Deadline for documents to be received is September 15, 2025 at 4:30 p.m.

Submit application materials via mail to:

Oklahoma Conservation Commission
Land Management Division
C/O Andrea Moseley
2800 N. Lincoln Blvd Ste. 200 Oklahoma
City, OK 73105

Or via e-mail to: andrea.moseley@conservation.ok.gov

Questions? For questions, contact Trampas Tripp at 918-441-2582 or trampas.tripp@conservation.ok.gov