



POSITION ANNOUNCEMENT

POSITION TITLE	Conservation Technician
POSITION STATUS	Full-time
STARTING SALARY RANGE	\$25 - \$30/hr.; Based on qualifications and experience
BENEFITS	Paid Holidays, Annual Leave, Sick Leave, Medical Insurance Stipend., Dental, life/disability insurance, and PERA Retirement
POSITION LOCATION	Lincoln SWCD, Ivanhoe, MN
HOURS	7:00 – 4:00 – Monday – Friday (Flex Schedule Available)
CLOSING DATE	4:00 PM Monday February 10, 2025

POSITION PURPOSE:

The Lincoln Soil and Water Conservation District is seeking a highly motivated professional to serve as a Conservation Technician. This position will carry out technical and basic office services for the district. This position will change as programs evolve to better meet the needs of the public. Overall supervision received from District Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Planning/Application/District Programs

Under the supervision of the District Manager and Technical Advisor. Responsible for the operations of the (Reinvest in MN) RIM/CREP Program, Conservation/CRP Planning, Soil Health Program, Tree Program, Walk-In Access Program, Ag Water Quality Certification Program, Buffer Program, basic office duties of greeting customers, answering phones, filing and other duties as assigned. Promote and assist in the implementation of conservation practices/incentive programs on various lake/watershed projects. Will be required to achieve Conservation Planning Certification in order to write conservation plans for CRP and Soil Health Practices. To be successful, must achieve the following standards.

Standards

- Market and promote the Reinvest in Minnesota/Conservation Reserve Enhancement Program and all Easement/Farm Bill programs (RIM/CREP 3 program) through news articles, newsletters, one on one contacts, etc.
- Responsible for all implementation, status reviews and applications for all Easement Programs (RIM/CREP/Wetland Banking programs etc) and State Cost Share Programs.
- Work with the Board of Water and Soil Resources (BWSR) on all RIM/CREP related activities.
- Maintain Spreadsheets for various cost share/Easement programs with direction from the Manager and Technical Advisor.
- Work with landowners on the Walk-in-Access Program. Must promote and complete applications for landowners
- Conservation Planning, determine eligibility and develop plans for Federal CRP, CCRP, EQIP and State Cost Share Programs as needed or assigned.
- Must maintain a working knowledge of the Conservation Reserve Program (CRP) and other farm related programs.
- Must obtain Certification (Job Approval Authority JAA) in selected practices for Conservation Planning.
- Inventory the county to determine priority areas eligible for enrollment in a conservation easement program.
- Make one on one contact with landowners promoting conservation easement/farm bill programs walk in access and Ag Water Quality Certification Program.
- Keep the Townships informed on the Farm Bill Programs, etc. as requested/needed.
- Attend and promote above programs to the Pheasants Forever and Sportsmen’s groups.
- Be the lead on a Soil Health Program involving field days, cost share, educational activities and etc..
- Responsible for the Districts Tree Program. Including but not limited to planning, promotion, billing, education, planting, inventory and nursery stock care. This person will maintain customer lists and inventory spreadsheets for the entire office to review.

The mission of the Lincoln SWCD is to protect and improve the quality of our water, soil, and natural resources by providing programs and services to the citizens and owners of Lincoln County to implement conservation practices.

- Responsible for the buffer program. This person will continue to assure compliance with the Buffer Program. This will include but is not limited to the MN BuffCAT tool, GIS Mapping, field measuring and working with the Lincoln County Environmental office on compliance and enforcement issues.
- Perform basic office duties such as but not limited to filing, answering phones, greeting customers, grant tracking, State Elink Reporting and etc.
- Perform other duties as assigned by the District Manager.
- Adhere to SWCD Policies.

Assist with the following programs:

- The local water plan as needed. Work with well sealing, Ag BMP, alternative drainage practices
- Grant writing, plan writing, annual plan and annual report
- The one water shed one plan process. Make contacts with landowners to promote conservation practices to meet the goals of the one watershed one plans and the local water plan.
- Provide assistance with other staff to conduct field survey, design, layout and inspection of conservation practices for individual landowners/operators in the county.
- Utilize the Trimble Survey Equipment for survey and checkout purposes
- Grass seeding program. Move seed and operate/repair the equipment as needed.
- Assist customers with all CRP/Cover Crop design and planting needs
- Tillage survey, rain gauge monitoring and well testing
- Educational field days, Environmental fair, class-room presentations for kids
- Perform other duties as assigned by the District Manager

QUALIFICATIONS:

- Proficiency with Microsoft Office Suite, especially Word and Excel
- Strong verbal and written communication skills for individual and group settings
- Ability to multitask and meet deadlines.
- Ability to learn new computer programs in an ever-changing work environment
- Self-motivated and self-directed with ability to manage projects independently
- Must possess a valid driver's license and pass a security background check
- May be required to work outside normal business hours
- Must be able to lift over 50 pounds and be able to work in all weather and terrain conditions
- Must be able to work cooperatively and effectively with SWCD staff and other county, state, federal or conservation partner employees in an Ag Service Center environment
- Must be able to work independently or as part of a team with district staff
- Must be able to follow the rules and guidelines set forth in the Employee Policy Handbook
- Farm equipment operation and maintenance knowledge would be advantageous
- Knowledge of GIS/GPS programs
- Knowledge of farm programs or issues related to farming would be advantageous
- A Bachelors or a minimum of a two-year degree preferred in environmental studies, water resources, Biology, wildlife management, GIS/GPS, Ag Business or similar field of study. Prior work experience would be advantageous.

SELECTION PROCESS:

Individuals selected for interviews will be contacted by phone/email. Late applicants will not be considered. Finalists for the interview process will be determined after initial screening and assessment of qualifications provided in the materials submitted. Applications selected for the interview process will be contacted directly by the Lincoln SWCD.

APPLICATION PROCEDURES:

Applicants must submit a resume, SWCD application form, and one letter of reference by the closing date to:

Lincoln SWCD
 Attn: Dale Sterzinger
 200 S Co Hwy 5, Suite 2
 Ivanhoe, MN 56142

CONTACT INFO:

For specific questions regarding the position contact:

Dale Sterzinger
 District Manager
 Dale.Sterzinger@mandistrict.org
 507-694-1630 ext. 112 507-531-0256 Cell

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EQUAL OPPORTUNITY EMPLOYER

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