

Columbiana Soil & Water Conservation District

Position Description

Position Title: Agricultural Technician

Reports to: District Program Administrator (DPA)

Employment Status: Full time, subject to six-month probationary period

Hours: 7:30 AM to 4:00 PM (40 hours)



This position is responsible for education, technical assistance and field assistance to landowners/operators and units of government, primarily in agronomic and natural resource issues. The position also aides in educational programming in Columbiana County.

DUTIES AND RESPONSIBILITIES

- Provide technical assistance to producers, landowners, stakeholders addressing agricultural resource concerns by conducting field surveys, evaluations, written conservation plans, and nutrient management plans.
- Promote and assist in program outreach, planning, and implementation of H2Ohio and related programs.
- Participate in and earn certification related to agriculture conservation including the Ohio Department of Agriculture Technical Development Program Levels 1 and 2, and 4R Nutrient Stewardship Certification. Complete training required by NRCS to become a Certified Conservation Planner.
- Lead the District's soil testing program. Coordinate pulling and submitting samples, along with providing test results (analysis) to the producer.
- Assist NRCS with conservation project implementation including surveying, AutoCAD drawings, construction site inspections, and as-builts.
- Provide leadership on agricultural outreach to landowners and producers on conservation practices through articles, electronic formats, and workshops.
- Coordinates, promotes, and manages the District's no-till drill rental program. This would include scheduling, assisting renters matters such as calibration and depth settings, record & submit planted acres, perform preventative maintenance and transport the rental equipment when needed.
- Actively participate in staff meetings, trainings, monthly board meetings and inspections.
- Learn and operate basic testing equipment used to obtain technical data from soil, water and plant samples.
- Lead or assist with conducting tours, field days, public viewing of demonstrations including equipment, test plots, best management practices, etc.
- Prepare and maintain records, reports, and forms required by SWCD, NRCS, USDA-Farm Service Agency (FSA), ODA, Ohio Federation of Soil and Water Conservation District (OFSWCD) and Ohio Soil & Water Conservation Commission (OSWCC).
- Maintains personal contact with District cooperators, local school boards, and school systems, civic groups, 4-H, and be able to explain the District conservation programs to the public.
- Keep informed of all federal, state and local laws that affect the conservation work within the District.
- Perform all other duties as assigned by the DPA or Board of Supervisors.

QUALIFICATIONS

- Minimum 2-year degree in agronomic or natural resource management or related field.
- Experience with presenting educational programs to both adult and youth audiences.
- Ability to communicate effectively in both oral and written form; exercise sound judgement; use time and organization skills wisely; be groomed and dressed appropriately as to reflect well on Columbiana SWCD; cooperate with co-workers; receive and implement instructions from the DPA and Board of Supervisors; communicate and work well with landowners without discrimination.

- Ability to operate field equipment (e.g. survey equipment, water quality monitoring equipment, GPS data collector, digital camera, etc.) with guidance and training.
- Proficient in Microsoft Office programs. Familiarity with Facebook, webpage, and PowerPoint. Experience with Arc GIS and AutoCAD is preferred.
- Must be insurable to operate District vehicles, handling District funds, and possess a valid Ohio driver's license.
- Ability to pass a background check in order to use the county and federal computer systems.

WORKING CONDITIONS

- Occasionally perform duties during inclement weather
- Required to lift and carry necessary equipment; walk over uneven, steep ground; cross fences.
- Required to transport district rental equipment using district vehicles.
- Required to work in close proximity to construction equipment while in operation.
- Required to attend evening and weekend meetings on occasion within and outside the county.
- Comp Time may be earned when conditions are required to work more than a 40 hour work week.

PERFORMANCE REVIEW

The performance of each duty in this position will be evaluated against the requirements developed for your position. A formal performance review will be conducted annually with the employee as described in the approved Employment Policy. Your performance rating is an overall evaluation of your performance in the judgment of your supervisor. During this review, career opportunities, salary advancement and issues concerning the employee's professional growth and employment are discussed. The employee agrees that all assistance is provided without regards to race, color, national origin, age, sex, religion, marital status, and handicap.

ACKNOWLEDGEMENT

I understand and will perform to the best of my ability the job duties and requirements specific in this position description.

Employee Signature

Date