

Auglaize Soil and Water Conservation District

Position Description: District Technician 2

Reports to: District Program Administrator

Ohio Job Classification: 84212

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Summary: The *District Technician 2* is responsible for assisting District Technician 3 in designing waterways and performing surveys. Is also responsible for providing technical and engineering assistance to District cooperators and units of government.

Essential Duties and Responsibilities:

1. Provide assistance to all SWCD/NRCS staff members in the use of GPS equipment and perform surveys. Maintain up to date records pertaining to the GPS equipment and procedures.
2. Assist the District Technician 3 in preparing cost assessments using watershed maps and draw engineering plans for waterways using AutoCAD software.
3. Prepare and maintain required reports, logs, notes and correspondence; prepare utility notices and P.I. reports.
4. Conduct surveys, probe tile, stake out projects, and conduct on-site reviews.
5. Prepare and maintain all records, reports and forms required by SWCD, NRCS, FSA and ODA - Division of Soil and Water Conservation.
6. Assist with any technical and educational responsibilities as needed or requested; such as soil judging, tree and/or fish sales and/or state grant programs.
7. Study manuals and procedures as directed to obtain education for technical duties required in the office.
8. Other duties and responsibilities as directed by the Board of Supervisors.

Additional Requirements

1. Actively promote conservation initiatives and the mission of Auglaize Soil and Water Conservation District.
2. Participate in the team process.
3. Maintain safe driving record and have reliable transportation.
4. Properly use, maintain, store and care for any automotive, engineering and office equipment assigned for use in carrying out job responsibilities.
5. Knowledge and understanding of governing rules, working agreements, regulations and strategic plans specific to Auglaize SWCD, Division of Soil Water Conservation – Ohio Department of Agriculture, Natural Resources Conservation Service and other conservation organizations (i.e. Ohio Cooperative Extension Service and Ohio Department of Transportation).
6. Attend internal and external meetings; some overnight travel is required.
7. Pursue continuous education and professional development opportunities as identified and directed.

Supervision & Guidance

The incumbent of this position is directly responsible to the Board of Supervisors under the guidance of the District Program Administrator and/or District Technician 3. The employee is responsible for scheduling his/her own appointments, for developing a weekly schedule in cooperation with the rest of the office staff and adjusting the schedule as required by requests for assistance and by weather conditions, etc.

Handbooks, technical guides, and manuals are available for the employee to use and study. Training is provided by; Area NRCS staff, ODA Staff and other staff members. Employee's work may occasionally be spot checked for accuracy, accountability, and compliance with NRCS specifications and technical policies.

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

I understand the requirements and specifications for the position and certify that I have the qualifications that are necessary to fill the position and perform the required duties and responsibilities.

Employee Signature _____ Date _____

SWCD Chairman Signature _____ Date _____