



West Otter Tail Soil and Water Conservation District

506 Western Ave N Fergus Falls MN, 56537 Phone: (218)998-5300
www.wotswcd.org

POSITION ANNOUNCEMENT

POSITION TITLE:

District Technician

CLOSING DATE:

4:00 p.m. CST January 29th, 2021

ANTICIPATED START DATE:

Negotiable but no later than March 16th, 2021

POSITION LOCATION:

Fergus Falls, MN

SEND RESUME TO:

West Otter Tail SWCD
Attn: Brad Mergens
506 Western Ave N
Fergus Falls, MN 56537
Brad.mergens@wot.mnswcd.org

COMPENSATION:

\$19.00-\$22.00 per hour based on qualifications and experience.

Full-time/Permanent

Benefits: PERA (Retirement), Health Insurance Allowance, Annual Leave, Sick Leave, and Holidays

POSITION PURPOSE:

This full-time position provides a variety of technical assistance to cooperators, government agencies, and other organizations under policies established by the West Otter Tail Soil & Water Conservation District and is under supervision of the District Manager.

MINIMUM QUALIFICATIONS:

- A minimum two-year degree in Natural Resources, Biology, Environmental Science, Agriculture or closely related field; or
- Any combination of education and experience that demonstrates the ability to perform the duties of the position
- Must have experience with computers and be able to use GPS equipment and ARCGIS software along with the following Windows programs: Outlook, Internet Explorer and Microsoft Office
- Must possess and maintain a valid driver's license
- Strong interpersonal and communication skills and capable of working with a wide variety of people
- Must be physically able and willing to work in varied terrain and weather conditions, and capable of lifting 70 lbs.
- Ability to operate and maintain equipment such as tractor, mower, no-till drills, atv's, vehicles, etc.
- Applicants should be able to learn quickly, follow instructions, handle multiple projects, and adapt to changing job duties and/or responsibilities

- Ability to work independently or as part of a team with district staff and other government agencies and organizations

PRIMARY DUTIES AND RESPONSIBILITIES:

- Coordinate District tree program, custom seeding, and mowing
- Operate and maintain district equipment (tractor, vehicles, mower, no-till drills, tree planter, etc.)
- Conduct site investigations on private lands and make technical and financial recommendations for best management practices (BMPs) through various local, state and federal conservation programs
- Assist with survey, design & layout of conservation practices according to NRCS Field Office Technical Guide (FOTG)
- Assist with grant applications, annual reporting and long range plan development
- Use ArcGIS software to prepare plans and designs for conservation practices
- Participate and assist with various education and outreach activities
- Assist in the establishment and maintenance of conservation practices
- Accept other duties as assigned by the District Manager and Board of Supervisors

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be construed as an exhaustive list of all duties performed by personnel in this position.

APPLICATION PROCEDURES:

Please send a cover letter, resume, a copy of college transcripts and 3 references to WOT SWCD Attn: Brad Mergens 506 Western Ave N Fergus Falls, MN 56537 by January 29th, 2021. Applications can also be emailed to Brad.mergens@wot.mnswcd.org

Candidates selected for an interview will be notified by telephone. Additional information may be obtained by calling the District Manager at (218) 998-5300.