

## **HANCOCK SOIL & WATER CONSERVATION DISTRICT POSITION OPENING**

**Position:** District Technician  
Part-time position subject to 30 day, 90 day, and 180 day probationary review periods.

**Location:** Hancock Soil & Water Conservation District  
7868 Co. Rd. 140, Suite E  
Findlay, Ohio 45840

**Salary:** Commensurate with qualifications and education.

**Benefits:** Employee participates in Public Employees Retirement System (PERS), and receives workers compensation, sick leave, vacation leave, and holiday benefits based on the Hancock SWCD Employment Policy.

**Closing Date:** Must be received by close of business on, January 31, 2022

**Contact:** Jean Ann Derr, District Program Administrator  
Phone: (419) 422-6569  
FAX: (419) 422-2080  
Email: swcd@hancockswcd.com

### **Job Qualifications:**

Applicant should have an associate or higher degree in engineering, conservation, technology, or natural resources. An equivalent combination of some training and at least two years of field experience would also be considered.

Applicant should have knowledge of computerized data/information system, and software applications, word processing & spreadsheets.

Applicant should have strong verbal and written communications skills.

Applicant must be self-motivated and possess the ability to work self directed with cooperative groups, and interact with the public in the areas of conservation, drainage, urban projects, education activities, field days, and other areas as needed.

Applicant must hold a valid Ohio Drivers License. Applicant must successfully pass random drug/alcohol test throughout employment.

Applicant must be able to walk on rough and uneven terrain while conducting on-site/field surveys.

Applicant must be able to work during periodic evening and weekend times including group drainage meetings and SWCD board meetings.

**Equal Employment Opportunity:**

All SWCD and NRCS programs and services are offered on a nondiscrimination basis without regard to race, color, national origin, age, gender, religion, marital or family status, disability, sexual orientation or political beliefs.

**How to Apply:**

Persons wishing to be considered for the position must send a completed resume and three work related references prior to the closing date. Send completed resume to:

Jean Ann Derr  
Hancock SWCD  
7868 Co. Rd. 140, Suite E  
Findlay, Ohio 45840

Applicants will be contacted by phone for interview appointments. Please provide hours you are available for follow-up contact.

**HANCOCK SOIL & WATER CONSERVATION DISTRICT  
JOB DESCRIPTION**

**DISTRICT TECHNICIAN – Part-Time**

**INTRODUCTION:**

District Technician is a part-time, 32 hours or less, position. Responsible for technical and administrative support in carrying out the various programs within the District. The occupant of this position is under the daily supervision of the District Program Administrator and assumes a leadership role in certain areas as delegated by the board of Supervisors. This position provides support to other District employees with respect to certain other program areas.

This position will be responsible for scheduling their own work and coordinating their schedule with that of other staff members during staff meetings. Training is provided by ODA-DSWC Area Program Specialist, CES Ag Agent, ODA-DSWC Engineer and the NRCS Area Engineer.

**DUTIES & RESPONSIBILITIES:**

**A. District Requirements**

1. Be familiar with the purpose of the District, its history, its objectives, the annual and long range plans of work.
2. Become proficient in explaining the Districts purpose, services available, and assisting with grant applications and reports.
3. Become proficient in use of surveying tools including but not limited to CAD, AUTO CAD/Civil 3D, GPS surveying equipment and GIS. Also, in conducting preliminary surveys and soil investigations, recording field notes, and plotting topographic maps for use in designing conservation practices.
4. Become proficient in the use of aerial photographs to locate property boundaries, measuring distances and in determining acreage.
5. Become proficient in the design, drafting, installation, and construction checking of conservation practices.
6. Become familiar with inter-related agencies through visits to the agencies, offices and working with agency personnel.
7. Assist the District Board of Supervisors in the promotion of conservation programs and activities which help educate the general public about soil and water conservation practices.
8. Become familiar with the Hancock County Soil Survey, its charts, tables, descriptions of the soils in the county and in the use of the web soil survey and tools.

9. Actively participate in field office staff meetings, news articles for District newsletters, and safety programs.
10. Work with landowners and contractors in the field by discussing needed conservation measures. After approval of prepared plans, does necessary staking and supervision of construction to get the practice properly installed.
11. Develop and apply a follow-up schedule on application and maintenance of soil and water conservation practices on district co-operators land; observe applied practices in the field and make recommendations to the landowners for proper maintenance of these practices, encourage landowners to complete the application of conservation practices by making follow-up visits and giving advice on application of conservation practices.
12. Training schools provided by the ODA, OFSWCD, NRCS, etc. will be attended by the District Technician within the ability of the district finances.
13. The District Technician is responsible for making his/her own appointments, for developing his weekly schedule and changing the schedule as necessitated by requests for assistance and by weather conditions. The work is occasionally spot checked by the supervisor for compliance with the technical standards. Specified technical guides, manuals and handbooks are available for his/her use.
14. The technician will exercise initiative and judgement in making use of equipment and resources the co-operators may have for applying the conservation practices needed. Because of the topography and soil conditions, the District Technician must exercise considerable ingenuity and judgement in the location and layout of conservation practices for landowners.
15. Reviews and updates job approval authority with NRCS field and area office staff for conservation practices. Designs, checks, and approves construction of engineering plans.

## **B. Drainage Requirements**

1. Drainage Technician will have a thorough knowledge of all drainage maintenance related procedures. The Drainage Technician will inspect annually all ditches under the drainage maintenance program.
2. Schedules and supervises all work necessary to maintain ditches under the maintenance program. Prepares bids and specifications for all contract work when necessary and oversees, inspects and certifies completion of each contract.
3. Prepares all necessary reports concerning the Drainage Maintenance Program, including all records required for the application of pesticides under Ohio state law.
4. Provides information to landowners of maintenance activities to be performed on their property.
5. Coordinates with the Hancock County Engineer's staff to insure accurate record keeping for timely payment of bills and recollection of funds when accounts are depleted.

**SUPERVISION**

This position is under the daily supervision of the District Program Administrator. This position provides daily technical supervision of subordinate technical staff.

**WORK ENVIRONMENT HAZARDS**

Hazards of this job that the employee should be aware of include, but are not limited to are, rough and dangerous terrain, working outside in inclement weather, sunburn, poison ivy, insect and animal bites, driving in inclement weather, operating equipment in field conditions, radiation from computer monitors and CPU, carpal tunnel syndrome from typing on computer keyboard, eye strain, and stiffness of the body from sitting for long hours.

**PERFORMANCE REVIEW**

Your performance of each duty in this position will be evaluated against the requirements developed for the position. A formal review will be completed on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgement of the Board of Supervisors. The review will be the basis for any merit pay increases granted by the District Board of Supervisors.

Adopted by the Hancock Soil and Water Conservation District Board of Supervisors as recorded in the official record on \_\_\_\_\_ during the regular board meeting.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date