

# **Ross Soil & Water Conservation District Job Description**

## **Ag Construction Engineering Technician**

Summary: The Ag Construction Engineering Technician provides technical assistance for conservation and natural resource planning and development.

Reports to: Administrator

Essential Duties and Responsibilities:

- Assist NRCS District Conservationist in recommending to landowners, best conservation management practices for farming, woodland management, wetland management, recreational land use, and urban land use.
- Conduct site and soil investigations, survey and design conservation management practices.
- Assist USDA personnel and landowners implementing Farm Bill conservation programs.
- Manage delivery and set up of rental equipment. Perform small maintenance and monitor major maintenance of farming equipment, engineering equipment, and other equipment as needed.

Other Essential Duties and Responsibilities:

- Develop and maintain accurate and timely project and work records as directed.
- Participate in planning, attend, and assist with conservation education, outreach, and related activities.
- Other duties and responsibilities as directed by the Administrator, Supervisors, and District Conservationist.

Additional Requirements:

- Actively promote conservation and the mission of Ross Soil and Water Conservation District.
- Participate in the team process, becoming familiar with Wildlife, Urban, GIS, and administrative functions.
- Attend internal and external meetings as identified and directed.
- Pursue continuous education and professional development opportunities as identified and directed.
- Obtain and adhere to Engineering Job Approval Authority provided by the NRCS supervisory civil engineer.
- Knowledge and understanding of government and awareness of public entity responsibilities.
- Knowledge and understanding of working agreements, laws, and regulations concerning partner organizations.

Required Education/Experience:

Bachelor's Degree (preferred) or Associate Degree in Conservation, Natural Resources or Agriculture related field, or up to two years related experience in conservation/environmental land use planning or agriculture; or equivalent combination of education and experience.

Qualifications:

Knowledge - Possesses general knowledge of farming, agronomy, conservation, water quality, and soil science.

Dependability & Initiative - Works independently. Keeps commitments, schedules and completes tasks on time. Follows instructions, responds to direction, takes responsibility, and communicates with management.

Analytical Skills - Ability to absorb complex information, collect and research data, and design workflows.

**Problem Solving Skills** - Ability to effectively deal with unanticipated problems in unique situations. Identify and resolve problems in a timely manner. Ability to deal with frequent change, delays, and unexpected events.

**Customer Service Skills** - Manages challenging customer situations calmly and effectively. Responds promptly to customer needs and requests for service or assistance. Solicits customer feedback for improvement.

**Project Management Skills** - Ability to effectively prioritize and plan work activities. Develop and coordinate project plans and communicate changes and progress.

**Computer and Design Skills** - Possess an understanding of ag construction and drainage design. Ability to operate a computer and use office software, email, and online software. Proficient with industry software including CAD.

**Math Ability** - Ability to calculate figures and amounts using arithmetic. Ability to apply basic algebra and geometry to calculate and understand figures such as area, circumference, volume, and flow rates.

**Written Communication Skills** - Ability to read, interpret, and comprehend information, instructions, and correspondence. Ability to write correspondence. Write clearly and informatively, edit writing for tone, spelling and grammar. Present numerical data effectively.

**Spoken Communication Skills** - Ability to effectively present information in one-to-one, small group, and online situations. Addresses customers, producers, cooperators, clients, elected officials, fellow employees and others. Speaks clearly. Listens closely. Uses effective conversation skills and responds to questions effectively.

**Character and Judgment** - Demonstrates good character as a representative of the district. Exhibits sound judgment, supports and explains reasoning, and includes stakeholders in the decision-making process.

**Professionalism** - Approaches others in a tactful manner and treats others with respect and consideration regardless of their status or position.

#### **Work Environment:**

The successful candidate will be able to succeed and remain accountable in a variety of workplace settings, including a conventional office setting, home-office setting, other remote work settings and outdoor field visits. Employees are required to adhere to additional workplace rules imposed by government and other partner organizations. District offices and vehicles are smoke free. Harassment of any kind is not tolerated.

#### **Physical Demands:**

The work involves moderate risks and discomforts requiring special safety precautions, observance of general safety rules and traffic regulations. The work requires some physical exertion such as prolonged periods of standing, walking over rough, uneven or rocky surfaces, bending, crouching, stooping, reaching or similar activities, including lifting of objects weighing up to 50 pounds.

#### **Personal Requirements:**

- Maintain a safe driving record and have reliable transportation.
- Carry a valid driver's license and show proof of insurance for their personal vehicle.
- Pass a criminal background check including fingerprinting.
- Bear no restrictions against entering schools or interacting with children.
- Pass a drug screening test.

# Ross Soil & Water Conservation District Job Description

## Ag Construction Engineering Technician

Adopted by and recorded in the official minutes of the Ross Soil & Water Conservation District Supervisors

I UNDERSTAND THE REQUIREMENTS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES

\_\_\_\_\_  
SWCD Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
SWCD Administrator

\_\_\_\_\_  
Date

*The Ross Soil and Water Conservation District is an equal opportunity provider and employer  
All SWCD and USDA programs and services are offered on a nondiscriminatory basis*

**Ross Soil & Water Conservation District Job Description**  
**Ag Construction Engineering Technician**  
**Urban Specialist Responsibilities**

- Promote orderly urban development and storm water management. Investigate and make recommendations concerning urban erosion, sediment control, storm water management practices, and water quality issues.
  
- Review preliminary construction plans and advise county commissioners, county development personnel, contractors, and landowners on storm water management, urban drainage, erosion and sediment control. Ensure that installation of practices meet engineering standards.
  
- Conduct home site investigations and soil evaluations to make recommendations concerning urban erosion and sediment control. Advise landowners on storm water management practices and water quality issues.
  
- Regularly inspect and supervise maintenance of county detention ponds and other storm water management infrastructure, recommending a contractor to the Board of Commissioners and overseeing completion of work.
  
- Represent the District at urban planning meetings and field events including making public presentations.