

6/19/2018

LORAIN SOIL & WATER CONSERVATION DISTRICT

Job Title: District Technician/Outreach Specialist

Reports To: Lorain SWCD Board of Supervisors (to be referred to herein as ‘Board’)

EEC Classification: Technical/Educational

Introduction: The position of District Technician/Outreach Specialist is located at the Lorain Soil & Water Conservation District (Lorain SWCD) offices, 42110 Russia Rd., Elyria, Ohio, 44035. This is a full time, 40 hours per week job. The employee occupying this position assists the Lorain SWCD Board of Supervisors with technical/outreach responsibilities of the Lorain SWCD. Work is expected to be performed with a minimum of supervision from the Lorain SWCD Board of Supervisors. Direction and supervision will be provided through regular and special meetings, conferences, and oral or written instruction. Further guidance may be obtained through the Ohio Department of Agriculture (ODA) Division of Soil and Water as prescribed in the Cooperative Working Agreement.

Summary of Position: The position of the District Technician/Outreach Specialist is primarily a technical position of the Lorain SWCD authorized by Section 940.08 of the Ohio Revised Code. The District Technician shall be subject to the direction of the Board and to the guidance and assistance of ODA Division of Soil and Water and the.

Hours of Work and Timekeeping: This position is considered a full-time, non-exempt (FLSA) position and the employee will work 40 hours per week, normally on a regularly scheduled basis. Normal hours of work are 8:00 a.m. to 4:30 p.m. Monday through Friday or as needed, with a 30 minute unpaid lunch break. The District Technician/Outreach Specialist shall flex the 40 hours of work to accommodate attendance at the Lorain SWCD monthly regular board meetings, special and emergency Board meetings, trainings, as well as any other events or other duties as prescribed by the Board outside the hours of work as described above. Full-time employees must use flex time within the same week because they cannot get paid over 40 hours per week. The Board does not permit the earning of comp time.

Duties & Responsibilities:

A. District Technician

1. The District Technician/Outreach Specialist shall provide technical information and engineering field assistance to landowners, cooperators, and units of government on matters of natural resources.
2. Provide technical assistance in drainage, the control of sediment erosion, and pollution abatement to landowners and units of government.

3. Represent the District with watershed management issues.

Essential Functions:

1. Become proficient in engineering plans for conservation projects that have been identified in the District's Annual Plan of Work. The Development of the plans will follow the guidelines established in the NRCS National Engineering Manual and related handbooks to meet design and plan preparation requirements.
2. Maintains personal contact with District cooperators and be able to explain the District conservation programs to the public. Must be able to give presentations and speak publicly.
3. Must be an outgoing, self-motivated individual that is organized and presents themselves in a professional manner. Must be a team player and work well with others.
4. Keep informed of federal, state and private conservation programs and suggest areas where technical and financial assistance could be utilized in solving problems. Training schools provided by ODA, NRCS, etc. will be attended by the District Technician/Outreach Specialist within the ability of the district's finances.
5. Assist land owners with drainage issues or disputes and be able to convey a possible solution or options for land owners.
6. Coordinate new programs and proposals for consideration by the Board.
7. Be aware and able to communicate information for all activities and programs relating to the conservation of natural resources.
8. Develops and submits written site evaluation report to landowners after site visit has been completed. Maintain copies for District files. Properly documents all site visits, reports and other activities in case file notes.
9. Provides assistance to the Urban Erosion & Stormwater Specialist with field inspection, documentation and report preparation (Phase II).
10. All duties and actions taken by the incumbent of the position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Lorain SWCD.
11. The District Technician will conduct site evaluations and develop alternatives for the solutions to natural resources issues and problems. Assist local units of government in evaluating and making recommendations for solutions to natural resources issues.
12. Act as District's Pollution Abatement Specialist. Investigate pollution complaints and make recommendations based on the pollution abatement laws of the State of Ohio.
13. Work with NRCS staff and technical staff in implementing and coordinating technical assistance.
14. Perform annual inspection of SWCD's Wetland Reserve Program. Prepare report and submit for Board approval.
15. Provides technical assistance with Conservation Reserve Enhancement Program (CREP).
16. Attend all monthly board meetings.

Other duties and responsibilities not mentioned will evolve. The Board of Supervisors does not hold this job description to be “all encompassing” and maintains the right to develop other areas of responsibility as deemed necessary.

B. Outreach Specialist

1. Promotion and assessment of best management practices for urban/rural Stormwater.
2. Deliver educational presentations to the general public and to local school districts.
3. Facilitation of public involvement and participation activities.
4. Assist with contributions to the bi-annual newsletter, press releases and monthly column in local newspaper.
5. Becomes proficient in resource management systems. Delivers and explains plans to land users. Makes follow-up visits and gives technical advice on agronomic, engineering, wildlife, and forestry practices.
6. Ability to prepare and coordinate with others if needed for a workshop or seminar as it relates to water quality and/or nutrient management.
7. Coordinate new programs and proposals for consideration by the Board.
8. Assists with fair displays, SWCD web site, SWCD equipment, fish and seedling programs, annual big tree contest and Lorain County Fair.
9. All other duties as assigned.

Minimum Education/Experience

An Associate Degree, or a minimum five years experience in similar fields is required.

Additional Requirements

A valid driver's license and an insurable driving record are required.

Technical Skills

Become proficient in the ability to conduct general survey techniques including note taking, use of laser equipment and plotting survey notes.

Become proficient in the ability to do simple drafting, plotting of data, grades and topographic surveys.

General knowledge of agriculture and natural resources.

Possess skills in Microsoft Office.

Physical Requirements

The ability to lift up to 50 lbs. and to walk extended distances for reviewing / inspections of projects is required.

A probationary review will be conducted in 90 days from date of hiring. A formal review will be completed on a yearly basis and will be discussed with you.

I understand the requirements and specifications of the position and certify that I have the qualifications that are specified. I further agree that my employment is 'at will' and my continued employment with the Lorain SWCD will be determined based on an annual performance evaluation to be conducted by the Board.

Name

Date

Lorain SWCD Board Chairman

Date