

# District Technician

Organization: Putnam Soil and Water Conservation District (SWCD)

## Job Description:

Putnam Soil and Water Conservation District (SWCD) is looking for a full-time motivated candidate to help promote, assist, and educate Putnam County landowners about the best management practices for maintaining clean water, healthy soils, and a sustainable landscape. The District Technician will be managing river maintenance, survey and design work on waterways, and duties as assigned. The ideal candidate should be a self-starter willing to orchestrate conservation management plans, survey and design group drainage projects, and provide a variety of technical assistance.

Work schedule of Mon-Fri. 8:00 a.m. – 4:30 p.m.  
40 hours a week with some evening meetings.

## Required Training, Experience and Qualifications:

- High School diploma required (Associate Degree or higher preferred in engineering, environmental sciences, computer drafting, or a related agribusiness field)
- Must be able to pass a background check and pre-employment drug testing
- Must be able to traverse rough terrain in variable weather conditions and carry 40 pounds
- Must maintain a valid Ohio driver's license, insurance, and possess a good driving record
- Working knowledge/experience of agricultural practices
- Must maintain a clean and neat appearance consistent with the public contact aspect of the position
- Related work experience preferred

## Essential Functions:

- The office duties of this position will be performed in a public building environment but the primary duties of this position will require fieldwork which includes exposure to inclement weather conditions.
- Ability to operate standard office equipment and to operate a motor vehicle.
- All duties and actions performed by the employee on official duty will be of a nature that reflects favorably on Soil and Water Conservation Districts.

## Duties & Responsibilities:

- Direct Blanchard River and Ottawa River maintenance on an annual basis
- Assist with surveying ditches, grassed waterways, drainage water management structures, etc.
- Assists in conducting tours, field days, public viewing of demonstrations including equipment, plots, practices, etc.
- Build public support and outreach for agriculture and promotion of activities and programs in the watershed.
- Make field visits to plan, design and coordinate watershed activities with land owners/users in Putnam County
- Supervise and perform water environmental monitoring
- Work closely with producers on nutrient management.
- Must be able to make connections between soil/geographic/agricultural data and water quality issues

- Conservation Programs
  - Assist in erosion control practices such as grassed waterways
  - Promotion of windbreaks
  - Assist with NRCS conservation programs

#### Skills & Abilities:

- Basic knowledge of general surveying practices
- Experience working with landowners on conservation issues and demonstrated ability to educate adults about land use issues
- Excellent writing and presentation, public relations and interpersonal skills
- Proficient computing skills including knowledge of Microsoft Office (Word, Excel, etc.)
- Knowledge of GIS, GPS, and AutoCAD a plus
- Knowledge of regional agricultural practices, conservation plans and CNMPs
- Ability to work independently and manage time effectively
- Ability to communicate effectively and courteously with the public and other employees
- Ability to coordinate and manage multi-organizational projects simultaneously
- Ability to research, analyze and interpret data and make recommendations

Applications are available by request by calling 419-523-5159, at the office, or online at Putnam SWCD's website [www.putnamcountyohio.gov](http://www.putnamcountyohio.gov).

To apply: Send Cover letter, Application, Resume, and three professional references by 4:30 p.m. on Friday, April 20, 2018 to:

Putnam SWCD  
1206 E. Second St. Suite 2  
Ottawa, OH 45875