

## **JOB VACANCY ANNOUNCEMENT**

**Conservation Technician  
(Conservation Technical Assistance Initiative)  
Position Description – Full Time Position Available  
Position Starting Date: November 2017  
Location: Kimball Twp, MI or Sandusky, MI**

**The Blue Water Conservation District (formerly the Sanilac & St. Clair Conservation Districts) is accepting applications for a Conservation Technician position to provide technical assistance to agriculture producers and landowners.**

**POSITION OBJECTIVE:**

To work with the Natural Resources & Conservation Services (NRCS) and the Blue Water Conservation District (BWCD) planning and implementing various conservation practices in Sanilac County, St. Clair County & Macomb County. This is a grant funded position with annual renewal from the Michigan Department of Agriculture and Rural Development.

**RELATIONSHIPS:**

The technician is supervised by, and reports to the Blue Water Conservation District Manager. The technician will work closely with other employees and the District Conservationists from NRCS. This position also requires direct contact with landowners and the general public to help plan & implement conservation practices, and develops educational programs for the organization.

**STATEMENT OF WORK:**

The Conservation Technical Assistance Initiative (CTAI) will perform resource management activities that serve the public interest through implementation of USDA Farm Bill Programs. The CTAI technician's work may include conservation practice implementation such as inventory and evaluation, survey, design, lay-out, construction inspection and/or other inspection tasks for conservation practices. The work may also include contract administration activities such as document collection, application ranking, contract correspondence preparation and status reviews. The CTAI technician will work with producers and appropriate NRCS employees to complete assigned tasks.

**ESSENTIAL FUNCTIONS:**

1. Serve as the first point of contact for NRCS District Conservation staff for implementation of conservation practices in Sanilac, St. Clair & Macomb Counties.
2. Provide, as a public service, on-site technical assistance to private landowners under contract with USDA for implementation of conservation practices.
3. Work closely and maintain a good working relationship with other resource management professionals.
4. Maintain databases of contracts, practices, scheduled dates, and financial commitment and expenditures for multiple Farm Bill programs. The CTAI technician will ensure that assistance provided is in accordance with NRCS policy, procedures, and practice standards.
5. Must use agency specific software related to mapping and locally developed databases to extract information needed to develop reports related to scheduling and program tracking.
6. Maintains accurate records and a well-organized filing system for those records. Maintain digital photographs of contracted projects.
7. Maintains client confidentiality.
8. Work directly with clients during program signup and assist in plan development year round.
9. Monitor progress of contract implementation.
10. Work with the District Manager on various tasks that may be assigned.
11. Other duties may include general office assignments and other tasks requested of the Blue Water Conservation District Board of Directors.

#### OTHER FUNCTIONS:

1. Assists with office and other programs as needed and requested such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep, tree and miscellaneous sales and anything else not specifically listed yet deemed appropriate by the Blue Water Conservation District Board of Directors.
2. Develops a weekly schedule in consultation with the District Manager.
3. Employee will assist and promote, through public relations, District events as requested by the District Directors and Manager.
4. Assist in the preparation of District records, reports, and annual & long range work plans.
5. Give prepared presentations to groups on soil and water conservation topics as requested.
6. Prepare news articles of local interest and about general conservation subjects including notices of upcoming demo's and workshops.
7. Be able to obtain conservation certifications through NRCS such as "certified conservation planner", "certified pest management plan writing", "nutrient plan writing"

#### QUALIFICATIONS:

1. Education: A B.S. Degree in related fields to agriculture, natural resources, forestry, animal, crop, environmental, agronomy, dairy, and/or soil science is required.
2. Experience: A minimum of two years of experience in natural resources, agriculture, forestry or other conservation fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

#### ABILITIES:

1. Excellent computer skills are required. Computers are a standard PC workstation and use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit social and interpersonal skills.
4. Work cooperatively with other district personnel and with other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; able to lift 50 pounds.
6. Must maintain a valid driver's license.
7. Occasional travel for trainings and meetings is required, including overnight.
8. Must be able to pass a Federal Background Security Check.

#### Salary, Benefits, Work Hours, Location

This is a salaried position with some flexible benefits (health savings account /retirement). Salary will be determined based on experience. Typical work hours will be Monday – Friday, 40 hours per week. Some night and weekend work may be required. The Blue Water Conservation District has two office locations: Sandusky, MI and Kimball Twp., MI (Port Huron). The Blue Water CD Board of Directors will choose a location for reporting to work based on the selected candidate's preferences.

#### To Apply

Please submit cover letter (include salary requirements & preferred office reporting location), resume & references to Joe Kautz, District Manager by email to [joe.kautz@macd.org](mailto:joe.kautz@macd.org) by the close of business on Friday, November 3, 2017. Please contact Joe Kautz with any questions related to the position (e-mail preferred) or by calling (810) 648-2998 x5 or (810) 984 -3865 x5. To obtain further information about the Blue Water Conservation District visit our website at [www.Bluewatercd.org](http://www.Bluewatercd.org) .

*Blue Water Conservation District is an equal opportunity employer and provider.*