



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056

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www.chisagoswcd.org

POSITION DESCRIPTION

Position Title:	Water Resource Technician
Position Location:	North Branch, MN
Classification:	Full Time, Temporary
Compensation Rate:	\$13.00-\$15.00 per hour, depending on qualifications and experience
Benefits:	None
Duration:	Up to 6 months, late April – November with possible extension dependent on future funding.

POSITION OBJECTIVE

The primary objective of this position is to provide technical assistance to the residents of Chisago County with the design and installation of streambank and shoreline restoration projects, rain gardens, and general backyard conservation planning. A majority of work activities will be outside field work with some office work designing projects. The Technician works under the supervision of the District Administrator.

PRIMARY DUTIES AND RESPONSIBILITIES

Promotion and Education: This position is responsible to assist District Technical staff in the development of educational materials and presentations for shoreline and streambank erosion control, lakescaping, backyard conservation planning, and urban runoff reduction and treatment topics such as lakeshore stabilization, wetland restoration, streambank stabilization, critical area stabilization, forest land restoration, rain gardens, pervious pavement, prairie restoration and wildlife corridor establishment using riparian buffers and field windbreaks.

Technical Assistance: This position is responsible to assist District Technical staff in providing planning, design and installation assistance to landowners interested in lakeshore and streambank restoration and urban runoff reduction and treatment practices. This position also provides assistance to landowners with project construction management and is responsible to monitor the post-construction success of projects and provide guidance on maintenance or repair for all projects.

OTHER DUTIES AND RESPONSIBILITIES

Water Resource Monitoring: Assist with surface water monitoring programs. This may include, but is not limited to, water chemistry monitoring, biological monitoring, and water level monitoring.

Tree Program: Assist with the annual tree program including sales, distribution, planting and assisting customers with selection.

“Bringing Conservation to Chisago County”

Public Assistance: Provide technical information and explanation to the general public about District programs.

Other Duties as Assigned: This position may be temporarily assigned to assist other District staff with programs as determined by the District Administrator and/or the District Board.

REPORTS TO

This position reports to the District Administrator regularly to coordinate and prioritize workload commitments and to discuss issues pertaining to this position. Keeps the Chisago Soil and Water Conservation District Board of Supervisors informed of on going activities by scheduled presentations at board meetings or through written activity reports.

QUALIFICATIONS AND EXPERIENCE

MINIMUM QUALIFICATIONS: Prefer a Bachelors degree with a major field of study in the natural resources field focused on the restoration of native vegetation is desired. Knowledge of and experience in selecting appropriate native aquatic and terrestrial species to restore areas is a benefit.

Must be able to follow instructions, keep detailed records, analyze data, prepare reports and perform other tasks related to the job. Qualified applicants must be self-motivated, able to show a commitment to high quality work, and complete projects on schedule while dealing with diverse audiences. Effective communication and presentation skills, in both formal and informal situations, are very important. Good computer skills are needed. Must have valid driver's license and good driving record.

DESIRED QUALIFICATIONS:

- Must have a clear understanding of the political nature of the job and have the skills to deal with people under a variety of situations.
- Ability to plan, design and implement hydrologic and vegetative restorations.
- Ability to conduct basic topographic surveying.
- Strong oral and written communication skills.
- Ability to take direction, to work independently with a minimum of supervision, and to set priorities and practice time management.
- Proficiency using MS office computer software, GPS units, ArcView GIS software and general office equipment.

WORK ENVIRONMENT

Work involves office (40-60%) and outside field work (40-60%). Frequent position changes; lifting, pushing, and pulling requirement more than 50 pounds on a regular basis; exposures not limited to heat, cold, and wet conditions; and use of the senses of sight and smell are necessary in this work. Equipment used include, but not limited to, general office and education equipment including telephone, computers, copier, LCD projector and fax machine as well as field equipment such as survey level equipment, GPS equipment, lap top computers, etc.

GENERAL STATEMENT

Applicants for appointment to this position will be required to submit a formal application and may be subject to rating of education and experience, oral interview and/or reference check. Job related tests may be required of any applicant.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.