

## JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** District Technician I

**APPLICATION DUE:** Friday - May 11, 2018 by 4:00 PM

**LOCATION:** Pickaway Soil & Water Conservation District, 110 Island Road, Suite D, Circleville, Ohio 43113

**EMPLOYMENT STATUS:** Full-Time District Technician I.

### DUTIES AND RESPONSIBILITIES:

- Assist with technical and engineering field assistance to landowners in Pickaway County and units of government.
- Assist with agricultural and residential group drainage projects (informational meetings, hearings, site inspections, etc.)
- Develop engineering designs, providing layout and assist with construction of conservation practices. The development of the plans will follow the guidelines established in the NRCS National Engineering Manual and related handbooks.
- Assist customers and the Ohio Department of Agriculture with Pollution Abatement concerns.
- Assist cooperators with applying conservation practices and other programs as needed.
- Prepare and maintain all records, reports and forms required by the Board of Supervisors and/or the District Administrator.
- Assist with all district programs as needed.

### MINIMUM POSITION QUALIFICATIONS:

\*Training in some aspects will be made available to applicant.

- Bachelor's degree in engineering or agricultural related field, or an Associate Degree with two years of experience in engineering or construction is desirable.
- General knowledge of agriculture and natural resources.
- Knowledge of ESRI GIS\* - AutoCAD\* or ARC Map.
- Knowledge and use of Surveying Equipment.
- Possess skills in Microsoft Office.
- Applicant should have strong verbal and written communication skills to work with general public.
- Applicant must have a valid Ohio Driver's License, maintain a safe driving record and have reliable transportation.
- Ability to pass a background check and drug test.

**HOURS OF WORK:** Hours of work are 8:00 a.m. to 4:30 p.m., Monday through Friday with occasional evening or weekend.

**PHYSICAL REQUIREMENTS:** This is a position that will require a high degree of energy and mobility for outdoor activities including but not limited to walking over rough terrain and walking 1/2- 1 mile carrying survey equipment. There will also be long periods of sitting required.

**SALARY & BENEFITS:** Salary commensurate with education, qualifications and experience. Benefits include sick leave, vacation leave and Public Employee Retirement System (PERS). Health insurance is available to full time employees.

**EQUAL EMPLOYMENT OPPORTUNITY:** All SWCD and NRCS programs and services are offered on a nondiscrimination basis without regard to race, color, national origin, age, gender, religion, marital or family status, disability, sexual orientation or political beliefs.

**APPLICATION:** Must receive prior to 4:00 PM, Friday, May 11, 2018, please send a cover letter, resume and three references to:

**Pickaway SWCD**  
**Attn: Tawn Seimer**  
**110 Island Road, Suite D**  
**Circleville, Ohio 43113**

**Or Email:** [tawn-seimer@pickawayswcd.org](mailto:tawn-seimer@pickawayswcd.org)

**Any questions, please call office at: 740-477-1693**

Applicants will be notified for interview. Please indicate telephone hours available for follow-up contact.