



# SENECA Conservation District

Our Community • Our Resources • Our Future

## **District Technician Vacancy Details –March, 2018**

This full-time team member will work directly with Seneca County farms and homes to solve natural resource problems on their land, mainly in the areas of drainage and erosion. Administration of the Seneca County Floodplain Regulations, coordination of rental equipment, outreach of local conservation issues and education to landowners and partners that can help carry-out the mission of the District are the other primary duties of this District Technician. SCD team members are expected to contribute to the innovative, team culture and participate in the outreach initiatives, events and digital communication efforts of Seneca Conservation District.

A background in production agriculture, a personal commitment to conservation and a desire to continuously work for better ways to do things are highly desired qualities. Knowledge of land surveying, AutoCAD and ArcGIS software is also sought of applicants. Interpersonal communications, high level of personal organization and attention to details are some of the traits that the selected candidate must possess. Computer, math and engineering skills will be utilized daily. Use of Google apps, social media and modern office software and equipment will also be required to complete the duties of the District Technician.

Benefits include OPERS retirement, medical, dental, vision and life insurance coverage options, paid vacation, sick leave and holidays, as per employment policy. Salary is \$27,000 to \$40,000 annually, commensurate with experience. Hours of work are 8a-4:30p Monday through Friday, with occasional night, weekend and out of town meetings.

Interested applicants should prepare resume, cover letter and three references. Cover letter should include a personal statement of why you want to work for the Seneca Conservation District and how your talents will further the mission. Specifying organizational values that you exude and particularly interesting examples of displaying shared values is encouraged in the cover letter. Materials can be dropped off at the office (3140 S SR 100, Ste D, Tiffin) from 8-4:30p Monday through Friday, or emailed to [bdiesch@conservsenecacounty.com](mailto:bdiesch@conservsenecacounty.com).

Deadline to apply is April 9<sup>th</sup> at 4:30p. Questions may be directed to Beth Diesch (419)447-7073 or [bdiesch@conservsenecacounty.com](mailto:bdiesch@conservsenecacounty.com).



## SENECA CONSERVATION DISTRICT

### District Technician – Engineering Focused

#### Job Description & Responsibilities

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#### **Technical Assistance to Landowners:**

1. Coordinate and lead visits to land(s) in Seneca County that need conservation assistance, when voluntarily requested by owner or operator, specifically in the areas of drainage and erosion control concerns.
2. Completion of design, install and construction check for all types of conservation practices.
3. Coordinate advancement of all contracted conservation practices in Seneca County, by private and partner (ODA/NRCS) engineers, for landowner.
4. Use AutoCAD, ArcGIS, and other SCD and NRCS engineering programs to complete survey and designs of practices with efficiency and accuracy.
5. Draft engineering plans following current NRCS specifications and standards.
6. Assist landowners and contractors with installation and/or construction of practices to ensure specifications are met.
7. Complete required documentation steps, after construction, to ensure landowner contract payments can be made, if applicable.
8. Provide engineering expertise and plans to all cooperative group drainage and Conservation Works of Improvement projects.
9. Assist with requests for historical data such as aerial maps, watershed maps, LIDAR maps and other information pertaining to projects on file to landowners and operators.
10. Assist with requests for culvert sizing from landowners, township trustees and/or the Seneca County Engineer.
11. Serve on the Technical Department for planning and executing technical workload of SCD programs.
12. Provide outreach and education assistance to individual and groups of landowners to further the conservation mission in areas of job expertise, using social and innovative behavioral change science approaches, with authentic and voluntary voices.

#### **SCD Equipment Assistance to Landowners:**

1. Schedule use of all SCD owned equipment (to include, but not limited to: tile camera, no-till drills, tree planter, dibble bars) following Board policy.
2. Schedule use of all partner owned, SCD managed equipment following Board policy.
3. Maintain and record preventative and repair work on all equipment, including vehicles of the SCD Board.
4. Provide landowner information and usage amounts for accurate and timely invoicing.
5. Provide reports of all expenses, usage activity and planned improvements/replacements relating to equipment to Leadership Team, as requested.

#### **Floodplain Administration for Seneca County:**

1. Receive and respond timely to all floodplain permit applications, according to Seneca County Floodplain Regulations.
2. Accurately administer Seneca County Floodplain Regulations, not including the areas of Tiffin and Fostoria city.
3. Provide outreach and education to Seneca County landowners to inspire compliance and awareness of Seneca County Floodplain Regulations.
4. Serve on the Seneca Regional Planning Commission Plat Review Committee to oversee accurate administration of Seneca County Floodplain Regulations during property transfers.
5. Attend conferences and current events to advise on needed updates or administration of Seneca County Floodplain Regulations.

#### **Assist in other District programs, including but not limited to:**

1. Group Drainage and Conservation Works of Improvement Project program
2. Nutrient Management Plan programs
3. Ditch Maintenance program
4. District Demonstration Farm development
5. Special Initiative or Grant programs
6. Education programs
7. Outreach programs



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**Additional Responsibilities:**

1. All duties and actions taken by the occupant of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably of the Seneca Soil and Water Conservation District.
2. Exude the values, carry out the mission and work towards the vision of the Seneca Conservation District, at all times.
3. Operate all SWCD/NRCS equipment or vehicles in accordance with operating instructions, equipment specifications and Federal and State safety laws.
4. Provide blog posts, newspaper articles and social media content, in regards to program accomplishments and landowner assistance.
5. Accurately report projects completed, enter timecode details for each hour worked and request/record leave into state SWIMS program, or alternative, designated time management tracking system.
6. Be alert to potentially unsafe activities and takes immediate steps to warn those involved to employ safe methods of operation and/or use.
7. Provide assistance to the public in a non-discriminatory manner (i.e. with regard to Equal Employment Opportunity, Civil Rights, and Sexual Harassment concerns)
8. Understand 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.

**Supervision:**

This position is under the daily supervision of the Team Leader. Additional assignments and duties will be provided by the Team Leader, Business Leader and the District Board of Supervisors. It is understood that training plans will be developed which reflect job requirements and training needs. The employee will participate in training opportunities that are provided for this position.

**Performance Review:**

The performance of each duty in this position will be evaluated against the requirements developed for the position. A formal performance review will be conducted annually with the Leadership Team, as described in the approved Employment Policy. The employee’s performance rating is an overall evaluation of performance in the judgment of the employee’s supervisor(s). During this review, career opportunities, salary advancements and items concerning professional growth and employment are discussed.

The employee understands when he/she accepts the above as the description of their position, he/she is expected to carry out the under said duties to the best of their ability. It is also expected that he/she understands this position is offered on a non-discriminatory basis without regard to race, color, religion, sex, age, national origin, marital status, disability or political affiliation

**Adopted:**

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# SENECA Conservation District

Our Community • Our Resources • Our Future

## **Mission:** (Why do we exist?)

A team that works to conserve **Our Resources**, educates and inspires **Our Community** to support **Our Future**, through science and wise, conscious choices on the **FARMS**, in the **HOMES** and at the **SCHOOLS** in Seneca County.

## **Vision:** (What is our desired end state?)

Seneca County, where good choices make a great place to live, farm, play and grow a family!

## **Values:** (What do we use to guide our good choices and work?)

**Local** staff, board and funding

**Common** values, ethics and desires

**Connections** to farmers, elected officials and organizations since 1949

**Inspiring** individuals working together for a better whole

**Protect** unique natural resources and products only found in our county

**Balance** decisions by considering economic impacts

**Analyze** science and social data, leading to

**Intentional** critical thinking and daily use consideration

**Innovative** education and communication

**Sustainable** programs, funding and people

**Striving** to always improve service and impact

**Compelling** others to join our conservation efforts