



SENECA Conservation District

Our Community • Our Resources • Our Future

Seasonal Spray Assistant Vacancy Details –March, 2018

This part-time, seasonal (June through August) position is ideal for a high school or college student. Preference will be given to applicants over the age of 18. The primary responsibility of this Spray Assistant is to work with the Spray Technician to complete brush and cattail spraying for the Seneca County Ditch Maintenance program. 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. A high level of personal organization and attention to details are traits that the selected candidate must possess. Computer and math skills will be utilized daily. Ability to lift 60 pounds and work outdoors in various elements are also required. Truck, ATV and tractor driving experience is required.

Benefits include OPERS retirement, paid vacation, sick leave and holidays, as per employment policy. Salary is \$9.00-\$12.00 hourly, commensurate with experience. Hours of work are 7a-3:30p Monday through Friday.

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@conservesenecacounty.com.

Deadline to apply is April 9th at 4:30p. Questions may be directed to Beth Diesch (419)447-7073 or bdiesch@conservesenecacounty.com.



SENECA CONSERVATION DISTRICT
DM Seasonal Spray Technician
Job Description & Responsibilities

Ditch Maintenance Support:

1. Work with Drainage Technician and Part Time DM Spray Technician to complete the required maintenance work on ditches and tiles such as dip-outs, riprap placement, end-pipe replacement, removal of brush, spraying of cattails, etc. This may include the spraying, trimming and removal brush and weeds along county maintained ditches as well as spray cattail within county maintained ditch channels during the designated work detail time period.
2. Assist in the maintenance of equipment provided by the Ditch Maintenance Department.
3. Accurately and weekly complete all record keeping related to completed work, via paper and digital versions. This may include spray reports, inventory of materials, equipment use, timecards and more.
4. Coordinate planned work days weekly with Spray Technician. Ensure that no more than 39 hours are worked in a week and understand working hours of Spray Team may be reduced, if instructed by Team Leader.

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. Be alert to potentially unsafe activities and takes immediate steps to warn those involved to employ safe methods of operation and/or use.
5. Provide assistance to the public in a non-discriminatory manner (i.e. with regard to Equal Employment Opportunity, Civil Rights, and Sexual Harassment concerns)
6. 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 prior to completion of season, 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:

Seasonal Spray Technician

Date

Team Leader

Date



SENECA CONSERVATION DISTRICT
DM Seasonal Spray Technician
Job Description & Responsibilities

Board Chairman _____

Date _____



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