

JOB ANNOUNCEMENT:

Lyon Soil & Water Conservation District has a position open for a Conservation Technician, a full time position with benefits. This position will be responsible for the following duties (not inclusive): sale, planting, matting & pruning of trees. Promotion, survey, design and construction of conservation practices, familiar with GPS systems, must have a good knowledge of wetland soils & plants and have or be willing to obtain a wetland delineator certification. Candidates must have good working knowledge of computer programs including ArcView, Microsoft programs, etc. Minimum education required: Associates degree or equivalent in natural resources management, environmental studies or related discipline; or an equivalent combination of education and work experience in these areas. Applications must have strong written, verbal, and communication skills. Candidate must be able to work outdoors, walk over rough terrain on a regular basis. In addition, you must be able to lift up to 50 pounds and on occasion 100. Applicant must have a valid driver's license and pass security checks. Must submit a completed Lyon SWCD job application, resume, and cover letter. Applications, detailed job description available at 1424 E. College Drive, Suite 600, Marshall, MN or by calling 1-507-537-0396 ext. #3. Applications are due by January 15th, 2008, 4:30 PM. Lyon SWCD is an Equal Opportunity Employer.

Position Description ~ Lyon Soil & Water Conservation District (SWCD)

TITLE: District Conservation Technician **POSITION LOCATION:** 1424 E. College Drive, Suite 600
Marshall, MN 56258

APPLICATION DEADLINE: Tuesday, January 15th, 2008 ~ 4:30 PM

STARTING SALARY RANGE: \$12.09 ~ \$12.83, depending on qualifications/experience. Benefits include sick leave, annual leave, paid holidays, PERA retirement plan, Health, life, dental, disability insurance.

REPORTS TO: This position is under the direction of the District Administrator.

POSITION DESCRIPTION: Full-Time employment (40 hours per week, 8 hour day). The following duties are normal for this job. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned. Position is a profession position and required a diverse background in resource planning, problem evaluation, and conservation practice application. This position requires skills and knowledge on a variety of rural and urban conservation projects, from conception through completion, including:

- Knowledge of Geographical Information Systems (GPS).
- Will be involved in the survey, design and layout of conservation practices according the Natural Resources Conservation Service Field Office Technical Guide as well as the State of MN Cost Share rules and Guide
- Assist with the District tree program, through promotion of sales, site visits, design of plantings, planting and matting of the trees as well as follow up on plantings. Must have knowledge of trees used in windbreak design.
- Promote and process conservation easement applications and State Cost share Contracts
- Operate and maintain District equipment including, tree planters, tree matting machines, pruning equipment.
- The successful applicant should have knowledge of wetland soils, plants and delineation and will work to achieve a Certified Wetland Delineation certificate. They will provide the technical services in Lyon County for the State of MN Wetland Conservation Act.
- The position must be comfortable with computer applications including but not limited to: ArcView, Microsoft programs and other reporting programs.
- Must have ability to complete work assigned within time frame given and provide accurate reports and records to District Administrator as needed and requested.
- Ability to work in a cooperative manner with other staff members, agencies and conservation groups

REQUIRED EDUCATION AND EXPERIENCE: Requires a minimum of an Associates degree or equivalent from an accredited school in natural resources management, environmental studies or related discipline; or an equivalent combination of education and work experience in these areas. Applicants must have strong written, verbal, and communication skills. Must be able to interpret, and use various maps, aerial photography and soil information in assisting property owners and operators in the county. Candidate must be able to work outdoors, walk over rough terrain on a regular basis. In addition, you must be able to lift 50 pounds and occasionally up to 100. Applicant must have a valid driver's license and be able to pass the Federal security checks.

HIRING PROCEDURE: Applicants must submit a completed Lyon SWCD job application, resume, and cover letter for employment. Applications may be picked up at 1424 E. College Drive, Suite 600, Marshall, MN or by calling 1-507-537-0396 ext. #3. Applications will be evaluated based on the information supplies in the resume and SWCD application to determine if they meet the minimum job qualifications. Job applicants will be selected for interviews.

EQUAL EMPLOYMENT OPPORTUNITY: All candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.