Position Description

Title: Natural Resource Technician

Introduction

The primary duties of the person in this position will be to work with landowners to address natural resource issues related to impacts from drought through water conservation practices on farms, in residences, and via local businesses and government agencies. The Natural Resource Technician will work directly with water users to educate, inform, and provide site specific water conservation practices.

This is a term-limited position currently set to expire December 31, 2019 unless additional funding is secured.

Duties & Responsibilities

1. Learn and understand common water conservation practices for large and small irrigation systems and residential users.
2. Assists District and partner agencies and organization staff with project implementation including, but not limited to, contacting landowners, data entry, and data analysis.
3. Work cooperatively with landowners and coordinating agencies to effectively implement conservation practices.
4. Develops and maintains natural resource data about projects specific to each cooperator and their implemented conservation practices.
5. Writing assigned project reports including monthly and quarterly progress reports.
6. Assisting District staff with developing and writing grant applications to fund priority conservation projects.
7. Collect and disseminate relevant conservation program information to landowners. Assists District Staff with developing conservation plans and recommendations to producers.
8. Integrate geospatial data into ArcGIS.
9. Provides technical assistance as needed to the public.
10. Assists District staff with public outreach efforts about water conservation and natural resource issues.
11. Performs other duties as assigned by supervisor.
12. All duties and actions taken by the incumbent 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 on the Okanogan Conservation District.

**Supervision**

This position is under the direct supervision of the District Manager. Additional assignments may be given by other members of the District staff. Conflicts in assignments will be resolved by the District Manager. This position does not supervise other employees.

**Position Requirements**

**This position requires the following skills:**

1. High school diploma or GED and two years of professional experience.
2. The incumbent must be self-motivated, able to work independently and in groups, and work efficiently and honestly.
3. Must have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
4. Ability and desire to motivate individuals to voluntarily adopt and implement resource management practices on their property. This may include educational speaking in front of public groups, organizations, or clubs.
5. Must be able to effectively communicate verbally and in writing with cooperators, co-workers, and others.
6. Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices to apply and install conservation systems, which involve complex and diverse agricultural and other land uses.
7. Computer literacy (word processing, emails, and spreadsheets) is required at an intermediate level.
8. Ability to organize and plan own schedule of activities related to work goals set by the District Manager or their designee.
9. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
10. Organizational, report and informational writing, and research skills are required.
11. Ability to maintain accurate records regarding time-keeping and authorized expenses.
12. Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.
13. Must have and maintain a valid Washington State Driver’s License.
The following are highly desired:
1. Bachelor’s degree in a natural resource science or related field.
2. Knowledge and skill in conservation and agricultural practices such as irrigation systems, irrigation water management, livestock water systems, and general water conservation techniques.
3. Knowledge of introductory level ArcGIS.
4. Ability to effectively use a variety of tools to collect, disseminate, and record natural resource data.
5. Knowledge and experience with soil moisture monitoring equipment and processes.

Compensation
The incumbent will be paid $15.00 - $20.00 per hour depending upon qualifications. This position also includes annual and sick leave, medical, and retirement benefits as outlined in the employee appointment letter and District policies. Terms of compensation and benefits are set in the employee appointment letter and may be amended at any time by the Board of Supervisors.