

Pennington Soil and Water Conservation District

Resource Technician

The Resource Technician performs technical functions for the Pennington SWCD. The Resource Technician will be responsible for programs such as the County Buffer Ordinance, MN Ag Water Quality Certification Program (MAWQCP) duties, surveying, engineering and other programs as assigned by the District. This person will also assist other cooperating agencies, along with District staff, as requested. Position requires traveling throughout the County and State, a valid Minnesota Drivers License is mandatory.

PRINCIPAL RESPONSIBILITIES AND TASKS:

1. ADMINISTRATIVE **Priority A**

- A. Meet with the County Ditch Authority and the District regularly on County Ditch petitions and to implement conservation practices identified in the County Ditch Inventory
- B. Administer the Pennington County Buffer Ordinance
- C. Maintain a record of all buffer compliance inspections and notify the producer the results for any compliance inspection conducted
- D. Maintain a record of buffer complaints and stay informed on rules and other information handed down by governing agencies
- E. Maintain a record of all activity associated with the Ditch Outlet Analysis in coordination with NCTC. Monitor the progress of the grant activities and outcomes
- F. Coordinate with the MAWQCP Area Specialist to meet with Pennington County landowners interested in becoming certified and work with them to install conservation practices
- G. Coordinate the Cooperative Weed Management Area Program
- H. Administer the Drainage Record Modernization project
- I. Manage the County Culvert Inventory
- J. Prepares progress reports for the District
- K. Attend meetings, training sessions, and other duties as needed

2. TECHNICAL **Priority A**

- A. Determine needs and identify how to correct erosion or other conservation problems. Conduct site visits and evaluations to recommend priority locations for the installation of conservation and best management practice
- B. Develop conservation plans for landowners to implement conservation practices through MAWQCP, EQIP or other conservation programs
- C. Gather information and records on County ditch systems to further develop the County Ditch Inventory that prioritizes locations for side water inlets and buffers
- D. Conduct topographic surveys needed to design and install conservation practices
- E. Must be proficient with a survey grade GPS, GPS unit and in GIS

- F. Utilize the County Ditch Inventory to retrieve landowner information, parcel number, ditch number, land use, buffer priority, side water inlet priority, and condition of the ditch to install conservation practices and buffer law compliance determinations on County ditches and adjacent lan
- G. Cooperate and work effectively with other District, County, Extension Service, NRCS, FSA, Pheasants Forever, and other public and private personnel
- H. Promote SWCD and NRCS programs such as Environmental Quality Incentives Program (EQIP), Conservation Stewardship Program (CSP), Re-Invest in Minnesota (RIM), State Cost-Share Program and Conservation Reserve Program (CRP)
- I. Visit with landowners and provide technical information on site
- J. Maintain a map of noxious weed priority areas
- K. Operation of computer, which includes word processing, spreadsheet, GIS, Toolkit, e-link, and NRCS Engineering programs
- L. Other duties as directed by the District Board and/or Manager

3. PLANS, REPORTING and EDUCATION
Priority B

- A. Complete buffer reporting in BuffCAT for compliance of Pennington County landowners.
- B. Prepare a narrative of technical activities for the Annual Report; provide technical input for the Annual Plan
- C. Request training needs
- D. Provide technical assistance for implementing the Comprehensive Local Water Plan
- E. Complete reporting requirements on e-Link
- F. Maintain District and NRCS equipment and provide regular maintenance and cleaning of vehicles
- G. Assist with Annual Banquet, Envirothon, NW MN Water Festival, 6th Grade Outdoor Education Day and other education events held by the District
- H. Provides program information/education to Outreach Coordinator for presentations and articles/news releases

SUPERVISION:

This position works under the supervision of the District Manager and assists the District staff and NRCS staff as needed.

ANNUAL PERFORMANCE EVALUATION:

This position's performance evaluation is conducted by the District Manager and is reviewed by the Personnel Committee of the District Board.

Priority A 80%
 Priority B 20%

Created 10/17
 Revised 12/2020, 3/21/2022