

Position Description

Water Plan Technician

A. SUMMARY

The duties of this position are assigned at the discretion of the District Manager. This position coordinates the implementation of the Comprehensive Local Water Management Plan for Benton County, provides technical assistance under policies established by the Benton Soil and Water Conservation District and performs Wetland Conservation Act duties required of the district. Specific duties of this position are expected to change as the needs of the District change.

B. SUPERVISION RECEIVED

This position is under daily supervision of the District Manager.

C. QUALIFICATIONS

1. Bachelor's degree in the natural resources field such as resource conservation/management, watershed management, hydrology or related field of study. Applicable experience in soil and water resource management may be substituted for minimum educational requirements.
2. A Minnesota driver's license is required for this position.
3. Specialized training and/or certifications may be required to perform job duties.
4. An understanding of water resource concerns in Benton County and methods of addressing these concerns, including experience and/or knowledge of Best Management Practices is required.
5. Strong oral and written communication skills are required. Must be comfortable speaking and presenting in public and working with individuals.
6. Must be proficient in Microsoft Excel and Word; knowledge of ArcGIS, Microsoft PowerPoint, and Outlook is required.
7. Ability to perform all items under "Duties" listed below.

D. DUTIES

Conservation Project Management and Implementation

1. Coordinate implementation of the Benton County Local Water Management Plan (Water Plan)
 - a. Coordinate and conduct Water Resource Advisory Committee meetings
 - b. Provide leadership and technical and administrative support to the Water Resources Advisory Committee.
 - c. Annual Water Plan reporting as assigned by the District Manager.
 - d. Coordinate updates and amendments to the Water Plan as assigned.
 - e. Other Water Plan duties as assigned by the District Manager
2. Perform Wetland Conservation Act duties required of the District
 - a. Serve on Technical Evaluation Panel.
 - b. Complete wetland restoration orders
 - c. Coordinate wildlife exemptions
 - d. Other Wetland Conservation Act duties assigned by the District Manager
3. Assists with the District Tree Program
4. Provides technical and engineering support to cooperators according to the SWCD Field Office Technical Guide and other standards.
5. Assists with other duties as developed or assigned by the District Manager.

Education and Outreach

1. Informs land users of District programs through news articles, radio tapes, and newsletters.
2. Assists in delivering educational programs in Benton County.
3. Performs other educational programs as developed or assigned by the District Manager.

Physical Requirements

This position requires work indoors and outdoors in environmental conditions common in Minnesota. Common environmental conditions will include heat, cold and wet conditions. Physical activities include sitting for long periods of time, walking over rough, uneven terrain, twisting, bending and lifting up to 50 pounds. Office equipment use includes but is not limited to telephones, computers, copy machines and fax machines.

Other Requirements

This position requires a valid class D Minnesota driver's license.

Supervision of Others

This position may monitor other seasonal or temporary staff or interns with the oversight of the District Manager.