

**Conservation Technician**  
**Position Description – One Full Time Position Available**  
**Position Starting Date: December 13th, 2021**  
**Location: Caro, MI.**

POSITION OBJECTIVE:

To work with the Tuscola Conservation District and assisting USDA, Natural Resources Conservation Services (NRCS), for the purposes of planning, contracting and implementing various agricultural conservation practices in Tuscola County. One position is open. This grant is a funded position for 3 years with intentions for renewal.

Statement of Work

The Conservation Technician will aid in the delivery of USDA, Farm Bill Programs available to qualifying agricultural customers within Tuscola County. Delivery of these programs to customers will be through multiple phases including: farm site assessments, developing conservation plans, assisting with program signups, contracting and implementation.

Relationships:

The technician is supervised by, and reports to the Manager of the Tuscola Conservation District. The technician will work closely with other employees and the NRCS District Conservationist. This position also requires direct contact with landowners and the general public to help plan & implement conservation practices, and develops educational programs for the organization. The technician will adhere to USDA & NRCS practice standards.

ESSENTIAL FUNCTIONS:

1. Work directly with clients to identify environmental concerns & develop conservation plans.
2. Assist clients with applying for financial assistance through USDA Farm Bill Programs which includes application processing, contract development, application ranking and document preparation for program selections.
3. Assist contract holders with technical guidance regarding implementation of their practices.
4. Assist the District Conservationist with monitoring progress of contract implementation, conducting contract reviews, processing contract modifications and payments, and general correspondence with contract holders.
5. Learn program rules and regulations concerning administration of applications and contracting procedures for each Farm Bill program under NRCS responsibility.
6. Must use agency specific software related to mapping, planning & contracting.
7. Maintain accurate records of customer interactions and ability to keep the records organized.
8. Maintain client confidentiality.
9. Maintain the conservation district website and online resources associated with programs.
10. Develop power point presentations, public speaking, and outreach educational programs for various audiences ranging from youth to agricultural producers.
11. Other duties may include general office assignments and other tasks requested of the Tuscola Conservation District Board of Directors.
12. Work with the District Manager to provide conservation services offered by the District.
13. Assist in general office management & customer service.

OTHER FUNCTIONS:

1. Assists office and other programs as needed and requested such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep, tree and miscellaneous sales

and anything else not specifically listed yet deemed appropriate by the Tuscola Conservation District Board of Directors.

2. Develops a weekly schedule in consultation with the District Manager and NRCS District Conservationist.
3. Employee will assist and promote, through public relations, District events as requested by the District Directors and Manager.
4. Assist in the preparation of District records, reports, and annual & long range work plans.
5. Give prepared presentations to groups on soil and water conservation topics as requested.
6. Prepare news articles of local interest and about general conservation subjects including notices of upcoming events, demonstrations and workshops.
7. Be able to obtain conservation certifications through NRCS such as "certified conservation planner", "certified pest management plan writing", "nutrient plan writing"

#### QUALIFICATIONS:

1. Education: A B.S. Degree in agriculture, forestry or natural resources related degree is required.
2. Experience: One or more years of experience in natural resources, agriculture, forestry or other conservation fieldwork is preferred. Knowledge of and experience working with agricultural producers and practices is preferred.

#### ABILITIES:

1. Excellent computer skills are required. Computers are a standard PC workstation and use Windows-based software.
2. Excellent organizational, management, written and verbal communication skills.
3. Exhibit social and interpersonal skills.
4. Work cooperatively with district personnel and other agencies.
5. Must be able to work efficiently outdoors in varying conditions and rough terrain; ability to lift 50 pounds.
6. Must maintain a valid driver's license.
7. Occasional travel for trainings and meetings is required, including overnight.
8. Must be able to pass a Federal Background Security Check.
9. General knowledge, operation or maintenance of agriculture equipment preferred, but not required.

#### SALARY, BENEFITS, WORK HOURS, LOCATION:

This is a full-time (40 hours per week) position at \$17.00/hour. Typical work hours will be 8am-430pm, Monday-Friday, 40 hours per week. Some night and weekend work will be required. The Tuscola Conservation District is located at 1075 Cleaver Rd. Caro, MI. 48723.

#### TO APPLY

Please submit a cover letter, resume, and references to Mike Boike, District Manager, by email [mike.boike@mi.nacdnet.net](mailto:mike.boike@mi.nacdnet.net). Please contact Mike Boike with any questions related to the position by email or by calling (989) 673-8174 ext.3. To obtain further information about the Tuscola Conservation District visit our website at [www.tuscolacd.com](http://www.tuscolacd.com)

*Tuscola Conservation District is an equal opportunity employer and provider. All Conservation District programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, or handicap.*