

JOB ANNOUNCEMENT & JOB DESCRIPTION
PIPESTONE SOIL AND WATER CONSERVATION DISTRICT

POSITION TITLE

SWCD Conservationist

DATE: July 24, 2019

POSITION LOCATION

Pipestone, Minnesota 56164

Request and submit applications to:

Kyle Krier, Office Administrator

Pipestone SWCD

119 2nd Ave. SW, Suite 13

Pipestone, MN 56164

(507) 825-1185

Applications Available at www.pipestoneswcd.org

Email applications to kyle.krier@co.pipestone.mn.us

Applications must be received by 4:00 p.m.

On August 14, 2019

SALARY (STARTING)

\$25.75 per hour

Plus Benefits

6 month probationary period

POSITION PURPOSE

Under general supervision of the Office Administrator performs technical functions for the Pipestone Soil and Water Conservation District. Functions include serving as an assistant in the overall operations of the Pipestone County Conservation and Zoning Office, with emphases on the SWCD technical aspect of the job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Implements State Cost Share Program, County Water Plan, Wetland Conservation Act, Ag BMP Low Interest Loan Program.
2. Performs feedlot and septic inspections for permitting and compliance.
3. Conducts field survey, design, layout and inspection of conservation practices.
4. Assist in operations of the County Zoning Ordinance, Household Hazardous Waste Program, and Ag Inspecting Program.
5. Working knowledge of federal programs (such as Conservation Reserve Program (CRP), Environmental Quality Incentive Program (EQIP), Sodbuster and Swampbuster. etc.)
6. Develops conservation plans for various programs. (Nutrient plans, tillage plans, plans for easements, etc.)
7. Ability to work independently or as part of a team with district staff and other agencies, organizations and units of government.
8. Working knowledge of personal computers and software programs associated with this position.
9. Attend training to improve overall performance and knowledge of this position.
10. Strives to develop and maintain excellent rapport with the general public.

Basic Qualifications:

High school graduate/GED

Bachelor degree preferred in an environmental field, with two years' experience or an equivalent combination of education, training and experience which provide the prerequisite knowledge, skills and abilities.

Special Requirements

Must have a valid Minnesota Drivers License, and be willing to travel.

Must be willing to obtain certification as needed.

Physical and mental abilities to perform essential job functions:

Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations. Ability to utilize a wide variety of descriptive data and information, such as regulations, guidelines, correspondence and general operating manuals. Ability to communicate orally and in writing with co-workers, the general public, elected officials, disabled citizens, other staff, and immediate supervisor. Ability to operate the necessary equipment and machinery essential for this position includes laser, telephone, calculator drafting tools, and computer. Ability to coordinate eyes, hands, feet and limbs in performing skilled movements in the field which requires regular and recurring prolonged walking over field terrain, bending, lifting and stretching when setting up survey instruments and equipment. Average dexterity in the use of drafting and illustration tools is necessary. Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling up to 50 lbs.

Pipestone Soil and Water Conservation District is an Equal Opportunity Employer