

# ATHENS SWCD VACANCY ANNOUNCEMENT

## Athens Soil and Water Conservation District

69 S Plains Road, The Plains, Ohio 45780, 740-797-9686

### Vacancy Announcement – District Technician

#### Employment Status:

This position will be a full time (40 hours per week) employee, some overtime may be required. Employee must have a valid Ohio drivers license and is subject to a 6-month probationary period after passing a background check.

#### Position:

The position is employed by the Athens Soil and Water Conservation District and is under the direct supervision of the District Board of Supervisors and the District Manager.

#### Duties / Responsibilities / Qualification:

The complete position description is available at [www.athensswcd.org](http://www.athensswcd.org). The District Technician is responsible for providing technical, engineering, and watershed management assistance to cooperators and other units of government while meeting the objectives set forth by the Board of Supervisors. Auto Cad/Land Development desktop applications beneficial. Responsibilities include, but not limited to, addressing countywide drainage/erosion control concerns, natural resources concerns, survey/design conservation practices and urban development issues. This person will interact frequently with other county agencies on development issues. Self-motivation and ability to work in a team environment are essential. Strong oral and written communication skills are necessary

A Bachelor's Degree or Associates Degree with 2 years' experience in agricultural, engineering or related natural resource management. Course work in conservation, watershed management, soils, hydrology, or geology desired.

#### Salary and Benefits:

Salary range between \$18.00 and \$25.00 per hour commensurate with education, qualification and experience. Benefits include health insurance, life insurance, vacation and sick leave, compensatory time, workers compensation, Medicare, and Ohio Public Employees Retirement System (OPERS).

#### Equal Employment Opportunity:

All programs and services provided by the Athens Soil and Water Conservation District are available without regard to race, color, sex, religion, national origin, age, handicap or marital status.

#### Application:

Applications will be accepted until the position is filled. Send cover letter, application, resume, and three references to: Athens SWCD, Attn: Cathy Bobo, District Manager, 69 S Plains Road, The Plains, Ohio 45780 or [cathybobo@athensswcd.org](mailto:cathybobo@athensswcd.org).

**Athens Soil and Water Conservation District**  
**Position Description: District Technician**  
**Reports to: District Manager**

**Summary:**

The District Technician is responsible for providing technical, engineering, and watershed management assistance to cooperators and other units of government while meeting the objectives set forth by the Board of Supervisors.

**Qualifications:**

A Bachelor's Degree or Associates Degree with 2 years' experience in agricultural, engineering or related natural resource management. Course work in conservation, watershed management, soils, hydrology, or geology desired.

**Essential Duties:**

1. Promotes conservation initiatives and the mission of the Athens Soil and Water Conservation District
2. Provide technical assistance with agronomic and engineering practices
3. Survey, design and install conservation practices in accordance with USDA NRCS standards and specifications. Ensure compliance with applicable regulations, plans and standards
4. Assist land users in preparing conservation, grazing, and nutrient management plans and assists with application for financial assistance
5. Provide leadership in implementing the Agricultural Pollution Abatement rules and regulations
6. Provide leadership in developing a watershed management plan, including watershed planning and implementation
7. Provide leadership in community outreach efforts related to watershed planning
8. Collect and analyze information in watershed to develop watershed management plans
9. Must be able to make connections between soil/geographic/agricultural data and water quality issues
10. Advise and assist landowners with pond development and pond management
11. Provide onsite and/or technical assistance to landowners, or their agents, and government agencies
12. Provide written reports as requested
13. Follow directives as outlined in current memorandum of understandings / contracts between Districts and other units of governments
14. Assist in field day, public viewing, educational events, and demonstration events
15. Assist with the District's annual wildlife and tree packet program
16. Prepare and maintain all records, reports and forms required by SWCD, NRCS, FSA and ODA – Division of Soil and Water Conservation
17. Acts as unbiased resource person in solving soil and water related problems between landowners and local governmental units
18. All other duties and responsibilities as directed by the Board of Supervisors and/or District Manager
19. Attend meetings as required by the District Manager and / or Board of Supervisors; some overnight travel is required

**Skills and Qualifications:**

1. Knowledge of soil, agronomic, tree and plant identification
2. Physical requirements include ability to work outdoors in potentially adverse weather, terrain, and negative conditions while transporting surveying equipment
3. Excellent writing, presentation, and public relations skills
4. Must be able to lift 50 pounds
5. Must be able to operate a motor vehicle, maintain a safe driving record and possess a valid driver's license
6. Proficient in Microsoft office applications
7. Experience in Geographic Information System (GIS) applications and willingness to learn new applications
8. Successfully complete both federal and local background checks
9. Successfully complete a 6-month probationary period
10. Pursue continuous education and professional development opportunities as identified and directed
11. Ability to work independently, establish work priorities, manage time effectively and is self-motivated

**Salary and Position Details:**

The District Technician position is under the direct supervision of the District Board of Supervisors and the District Manager. The position is a full time, 40 hours per week, permanent position with a pay range between \$18.00 and \$25.00 per hour commensurate with education, qualification and experience. Benefits include health insurance, life insurance, vacation and sick leave, compensatory time, workers compensation, Medicare, and Ohio Public Employees Retirement System (OPERS).

**Equal Employment Opportunity:**

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**Application:**

Applications will be accepted until the position is filled. Send application, cover letter, resume and three references to:

Athens SWCD  
Attn: Cathy Bobo, District Manager  
69 S Plains Road  
The Plains Ohio 45780  
740-797-9686 ext. 6280

Or Email: [cathybobo@athensswcd.org](mailto:cathybobo@athensswcd.org)

Applicants will be notified for interview. Please indicate telephone hours available for follow-up contact.

**ATHENS SOIL AND WATER CONSERVATION DISTRICT**

69 S. Plains Road, The Plains, Ohio 45780

Telephone (740) 797-9686

Fax (740) 797-9079

**Application for Employment**

**PERSONAL:**

Full Name: \_\_\_\_\_

Present Address: \_\_\_\_\_  
*(street)* *(home phone & business phone)*

\_\_\_\_\_  
*(city)* *(state)* *(zip)* *(county)*

Date available for employment: \_\_\_\_\_ Salary Desired \$: \_\_\_\_\_

Person to be contacted in case of an emergency: \_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(address)* *(home phone)* *(business phone)*

Military/Service \_\_\_\_\_ Mo./Yr. \_\_\_\_\_ Mo./Yr. \_\_\_\_\_  
*(branch)* *(rank/rate)* *(from)* *(to)*

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**EDUCATION:** (Attach additional sheets if necessary)

High School attended *(name & address)*: \_\_\_\_\_

Major course of study: \_\_\_\_\_

Specify Years attended: \_\_\_\_\_ Graduate/Degree: \_\_\_\_\_

Additional Education *(name & address of school)*: \_\_\_\_\_

Specify Years attended: \_\_\_\_\_ Graduate/Degree: \_\_\_\_\_

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Specify how you meet the minimum qualifications for this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**WORK EXPERIENCE:** (Please list the most recent employment first)

Employer *(name & address)*: \_\_\_\_\_

Job title & duties: \_\_\_\_\_

\_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_

Employer (name & address): \_\_\_\_\_

Job title & duties: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_

Employer (name & address): \_\_\_\_\_

Job title & duties: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone No: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Dates of employment: from: \_\_\_\_\_ to: \_\_\_\_\_

(Attach additional sheets if necessary for employment references)

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**REFERENCE:**

List name, address & phone number for three references and years known (*no relatives*):

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

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List agricultural / soils experience: \_\_\_\_\_

How did you learn of the position? \_\_\_\_\_

On an additional blank sheet, provide one hand written paragraph explaining why you would like to work for the Athens Soil and Water Conservation District.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify that all statements made within this document are true to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_