



Conservation Planning Technician Position Description

Position Purpose

The conservation planning technician position requires a diverse background in pre planning, problem evaluation, and conservation practice application. This individual aids with the application of total resource management systems; provides conservation planning assistance from initial evaluation to completion, and assists landowners with issues such as dealing with soil, water, air, plants, and animal resource concerns.

Work conducted in this position largely focuses on the promotion, marketing and implementation of Farm Bill initiatives, namely the Environmental Quality Incentive Program (EQIP) for the Field Offices of Becker, Mahnomen and East Ottertail counties in Northwest Minnesota.

Basic Qualification Requirements

A two year vocational conservation certification or other post-secondary education achievement is desirable. Applicable education and experience in soil and water resource management may be substituted for minimum educational requirements. Conservation Planning Certification is preferred at the time of hire. The essential job duties for this position are regular and timely work attendance, ability to establish and maintain working relationships with co-workers, agencies, and clients; ability to work under stressful conditions, and items under "Duties and Responsibilities" listed below.

Physical Requirements

The assigned work requires regular and recurring prolonged walking, bending, lifting, and stretching on varying landscapes during all types of weather

Duties and Responsibilities

1. Performs simple to complex surveys for design and layout of best management practices.
2. Understands the federal and State cost share programs, and is capable of explaining these programs to landowners.
3. Provides clients information of programs available to assist with natural resource protection (i.e. USDA-Environmental Quality Incentive Program, BWSR-State Cost Share Program, County Shoreland Program, Buffer Initiative, CREP and other programs).
4. Independently designs basic practices (e.g., waterways and buffer strips).
5. Assists with the installation and maintenance of conservation practices; Performs technical work according to the NRCS Field Office Technical Guide, independently with minimal supervision.
6. Performs conservation planning as outlined in the National Planning Procedures Handbook. Implements full-cycle program sign-up, ranking, contracting, payments; Prepares records and reports summarizing work accomplished.

7. With adequate training, develops conservation plans and agreements, and provides the necessary guidance for follow up to ensure implementation of plan. Evaluates the implementation of conservation plans and their alternatives
8. Performs other related duties as directed or apparent.

Performance Evaluation

Performance Evaluation is the responsibility of the District Administrator and will be reviewed annually by the District Board.

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