



# Dodge Soil and Water Conservation District

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## Dodge Soil and Water Conservation District Job Description

**Job Title: Soil Health Conservation Technician**

### **GENERAL PURPOSE OF JOB**

This is a full time, technical position that is responsible for enhancing and accelerating soil health and conservation programs in Dodge Soil and Water Conservation District. This position is focused on soil health and includes but is not limited to knowledge of agricultural chemicals for cover crop termination, working with different cover crop mixes best suited for specific crops, and tillage practices. This position also includes surveying, designing, and installation of best management practices under the policies established by the Dodge Soil and Water Conservation District. Other responsibilities include implementing the No-Till Drill Program, and education and outreach activities promoting best management practices, including through newspapers and newsletters, workshops and field days, school presentations, social media, and any other innovative means. Additional duties include carrying out any special projects as assigned. This position will work directly under and report to the District Manager of the Dodge Soil and Water Conservation District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** (Other duties may be assigned)

### **FREQUENCY**

The following examples are intended to describe the normal duties for this position. This is not to be construed as an exclusive or all-inclusive list of duties performed. Other duties may be required and assigned accordingly.

#### **Soil Health Technical Services**

40%

Soil Health Program lead for the Dodge SWCD utilizing the principles of soil health as the framework of implementation and promotion. Design conservation practices and provide ongoing agronomic and conservation technical assistance to landowners with a priority on soil health including but not limited to cover crops, cover crop termination, crop rotation, nutrient management, minimum tillage, no-till, and other soil health related practices while building strong working relationships with other agronomy professionals in the area. Carry out and implement the Dodge County Cover Crop Program, including working with landowners, contractors, seed vendors, and agronomists.

#### **District Technical Services:**

20%

Perform and carry out the technical functions of the Dodge Soil and Water Conservation District's conservation programs as assigned, including the survey, design, layout and inspections of best management practices. Administer the Conservation Cost-Share program (formally State Cost-Share) by keeping track of hours spent on projects. Assist the Cedar River Watershed District and the Zumbro Watershed partnership in their watershed activities, and assist the landowners of Dodge County in their watershed and conservation planning activities.

**Education and Outreach:**

20%

- Assist with the design and creation of program and educational press releases.
- Assist with the Byron Area Farmers Group, promoting soil health best management practices.
- Organize and set-up workshops and/or field days to showcase and promote the programs and best management practices of the Dodge Soil and Water Conservation District focusing on varying soil health topics such as, strip till / no-till, cover crop termination, inter-seeding, and equipment demonstrations.
- Participate and assist with regional soil health events such as the I-90 and Highway 14 Soil Health Tour

**Conservation Planning:**

10%

Meet one on one with landowners to develop conservation plans for their property. Provide Conservation BMP options for landowners to choose from, and provide technical assistance to landowners wishing to participate in a technical or financial assistance programs for the installation of the practice.

**District Drill Program:**

5%

Run the Dodge Soil and Water Conservation District No-Till Drill Program by helping those that are interested in renting the Dodge SWCD no-till drill. Transport the no-till drill to and from each location. Repair or replace worn and broken parts of the no-till drill to keep it in working order.

**Administration and Performance of Other Duties:**

5%

Perform administrative duties of completing timesheets, employee development, and other duties a similar nature or level as assigned by the District Manager.

**REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform with the required knowledge, skills, and/or abilities listed below effectively. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. Education and experience in soil health, and conservations best management practices, along with a degree in natural resources, agricultural science, soil science, or related field, or an equivalent combination of education and experience is required.

**EDUCATION AND EXPERIENCE:**

Requires minimum of Associate’s degree (A.A.) or equivalent from two-year college or technical school; or an equivalent combination of education and experience and one (1) year of full-time experience in similar field.

**-OR-**

A BA / BS in agricultural science or related field from an accredited university

**-OR-**

The combination of education and experience equivalent to three (3) years of experience in a position similar to a Soil Health Conservation Technician

**REQUIRED KNOWLEDGE** (position requirements at entry)

- Experience with farming and livestock operations.
- Knowledge of technical engineering methods, techniques, principles, and procedures.
- Knowledge of ecological best management practice (cover crops, buffers)
- Working knowledge of ArcGIS mapping software.

## **DESIRED KNOWLEDGE**

- Computer aided engineering tools such as AutoCAD or other design software.

## **REQUIRED SKILLS** (position requirements at entry)

- Ability to establish and maintain effective working relationships with staff and the public
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, grants, professional correspondence, interpret procedure manuals and develop recommendations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and general public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Persuasion in dealing with others inside and outside of the office. Interactions with others generally require influencing, instructing, and negotiating with individuals to gain their understanding, cooperation, and action.

## **DESIRED SKILLS**

- Ability to apply concepts to field surveying and engineering computations.
- Ability to operate drafting and surveying instruments and related equipment.
- Ability to perform technical engineering procedures.

## **CERTIFICATES AND LICENSES**

- Job Approval Authority from the Natural Resource Conservation Service
- Driver's License or evidence of equivalent mobility (Individuals required to use SWCD vehicles and equipment must have a valid driver's license and be free of and major traffic violations for the last three (3) years.)

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions, and occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment can be loud.

## **SUPERVISION**

This position has the authority to perform the above duties and responsibilities with supervision and policy direction as received from the District Manager and the District Board of Supervisors. Technical work is coordinated with the United States Department of Agriculture (USDA) – Natural Resources Conservation Service (NRCS) and performed according to the technical standards and specifications adopted by the district.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel, and be able to stand, sit, walk over rough terrain, reach with hands and arms, and communicate. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.