



Jackson Soil & Water Conservation District  
89 Alder Street, Central Point, Oregon 97502  
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[www.jswcd.org](http://www.jswcd.org)

## **Position Description Natural Resource Technician**

### **General Summary**

This is a full-time (40 hours per week), at-will, non-exempt position, consisting of the duties of a Natural Resource technician for the Jackson Soil and Water Conservation District (District) to implement conservation programs in Jackson County, Oregon.

The Natural Resource Technician must have strong technical capabilities including field and data management skills, the ability to work independently or as a part of a team, and be able to communicate with project team members.

### **Supervision Received**

The Natural Resource Technician is under the day-to-day supervision and coordination of the Rural Planner. This position acts on behalf of the District Manager and the District Board of Directors, within the authority delegated by the Board and this position description, and is governed by the policies of the District's Personnel Policy Manual. The District Manager conducts the performance evaluation for this position with input from the Rural Planner.

### **Supervision Given**

This position may provide training to temporary employees or volunteers.

### **ESSENTIAL FUNCTIONS OF THE JOB** **TECHNICAL ASSISTANCE 85%**

1. Carry out various project-related monitoring protocols including but not limited to; water quality sampling and data collection, aquatic, riparian, and upland plant identification and inventory, photo point collection, forest stand density measurements, and laboratory analyses. Enter data collected from these activities into spreadsheets or databases for analysis and interprets these analyses to inform project status.
2. Develop reports and give presentations to District personnel or partners with the results of project monitoring activities.
3. Collect or analyze data as required by the Natural Resource Planners and District Staff to complete projects, including assisting with surveying, GIS mapping, and other technical measurements.
4. Assists the Natural Resource Planners with site visits and project planning to provide technical assistance to landowners.
5. Assist the Natural Resource Planners and other District Staff with developing regional natural resource assessments for conservation prioritization.

6. Maintain District-managed demonstrations sites, kits, and related equipment and the District farm equipment rental program.
7. Interpret and use various maps, aerial photography, and soils information in assisting the Natural Resource Planners.
8. Provide monitoring and/or technical assistance to local partnering agencies and organizations on a project-by-project basis, as required.

#### **EDUCATION AND OUTREACH 5%**

1. Assist with providing science based instruction on conservation practices, procedures, and information to individuals and groups.
2. Assist with youth and adult educational and outreach events of District Staff and technical assistance providers, when needed.

#### **ADMINISTRATIVE 5%**

1. Maintain and provide weekly, monthly, quarterly and annual written reports as required by the District Manager
2. Assist the Natural Resource Planners and District Staff with creating and maintaining a detailed bi-annual budget to accompany the District's Annual Work Plan.

#### **OTHER DUTIES AND RESPONSIBILITIES 5%**

1. Participate in office meetings with District Manager and Directors, District employees, NRCS employees and other agency employees to coordinate work and prioritize technical assistance needs. Communicates with federal, state, and local agency personnel involved in similar work to coordinate work and avoid duplication.
2. Participate in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues as needed.
3. Assist with education and outreach on natural resource issues and District activities at workshops, seminars, fairs, and conventions as needed.
4. Maintain positive, cooperative relationships with co-workers and conduct work responsibilities in a professional manner.
5. Perform other duties as assigned by the District Manager or District Staff.

#### **POSITION REQUIREMENTS**

1. High school diploma or college courses with a minimum of two years of education with major course work in natural sciences, natural resource management, agriculture sciences, soils, water quality, or a related discipline OR two years of experience working in a related field.
2. Good oral and written communication skills.
3. Experience in collecting field data, maintaining clear and concise field notes, and entering and interpreting data collected from the field. Must be able to follow the necessary data collection protocol.
4. Knowledge of rural conservation practices such as efficient irrigation systems and livestock management practices and knowledge of urban conservation practices such as stormwater management and low impact development preferred.
5. The ability to use a personal computer, or handheld device for information entry and retrieval, correspondence, development of data spreadsheets, graphs, and maps. Must be proficient with Microsoft Excel, Word, and Outlook. A working knowledge of ArcGIS, Microsoft Access and PowerPoint preferred.

6. Experience with education and outreach that includes working one-on-one, in group settings and/or public speaking preferred.
7. Have a valid Oregon Driver's License for use of personal and government vehicles and have a good driving record. Use of the employee's own vehicle may be necessary (reimbursement based on current state mileage rates).

**JOB CONDITIONS**

1. This position works both in the field and in the office.
2. Fieldwork will include working in and around such locations as urban and suburban homes, rural farms and ranches; rivers, streams and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.
3. The office work may include working at a desk, using a computer, or standing at a table.
4. This position requires travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week.
5. All duties shall be performed in a prudent and sensible manner, following established protocols that ensure safety.

**Civil Rights**

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

**Conditions of Employment**

1. Pass a background test including a drug test
2. Must serve as incidental motor vehicle operator during daylight hours and after dark. In order to carry out these assigned duties, a valid Oregon driver's license is required. Use of the employee's own vehicle, although not preferred, may be necessary (reimbursement based on current state mileage rates).

**Working hours and days, rest periods, lunch and paid leave**

All work hours and days, rest periods, lunches, and paid leaves must comply with the District Personnel Policy and Procedure Policy.

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Employee

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Date

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District Manager

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Date