

Chariton County
Soil and Water Conservation District
104 South John F. Kennedy Ave.
Keytesville, MO 65261

Phone: (660) 288-3279 Ext. 3

Fax: (660) 288-3701

Application Information

Position

District Technician I

Salary

\$11.17/hour

Work Location

USDA Service Center
Chariton County SWCD
104 South John F. Kennedy Avenue
Keytesville, MO 65261

Description

This is a Full-Time Permanent position funded through the 1/10th of 1% Missouri Parks and Soils Sales Tax.

Duties

Duties will include, but not limited to, surveying, design and checkout of conservation practices, and maintaining rental equipment.

Benefits

Retirement - 7% of gross salary after 6 months of employment
Annual Leave – 5 hours earned per bi-weekly pay period
Sick Leave – 5 hours earned per bi-weekly pay period
Health Insurance – paid for employee only (amount to be determined by Soil and Water Conservation Program Commission yearly)

Potential Start Date

October 1, 2015

Application Deadline

Application packet may be picked up at the Chariton County USDA Service Center and will be accepted through September 18, 2015 at 4:00 p.m.

CHARITON COUNTY SOIL & WATER CONSERVATION DISTRICT

Employment Application



APPLICANT INFORMATION

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Social Security No.		Desired Salary	
Position Applied for				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Job Qualifications:				

EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES

Please list three professional references.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

PREVIOUS EMPLOYMENT

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From

To

Reason for Leaving

May we contact your previous supervisor for a reference?

YES NO **MILITARY SERVICE**

Branch

From

To

Rank at Discharge

Type of Discharge

If other than honorable, explain

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

Soil and Water Conservation District Administrative Policies and Procedures		
Chapter 4 Employment		
Position Descriptions Number: 4.01-03	Effective date January 1, 2009	Revised November 15, 2012

TITLE District Technician I

Position Allocation \$23,234.00

Allocation Hours 2080

Hourly Rate \$11.17

DEFINITION

This position is responsible for performing technical duties for the soil and water conservation district. Work involves providing technical assistance to district landowners and cooperators in the area of soil and water conservation. Work is performed under supervision from the district board of supervisors.

DUTIES AND RESPONSIBILITIES

Advises landowners on installing and maintaining soil and water conservation practices and systems within the soil and water conservation district.

Assist in the check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.

Assists with the conservation practice design, planning, staking of conservation practices.

Participates in and provide support to district programs and activities.

Gathers technical information to assist the district board in their needs reporting, decision-making, and policy-setting functions.

Assist in developing the district needs assessment.

Assists with report writing and developing conservation plans.

Assists with the district's annual maintenance follow-up on completed conservation practices.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water Districts Commission and the soil and water conservation district board.

EXAMPLE OF KNOWLEDGE, SKILLS AND ABILITIES

Introductory knowledge of computer systems and software.

Introductory knowledge of current environmental issues, principles, techniques, and terminology.

Ability to effectively demonstrate soil-sampling procedures.

Ability to calibrate, operate, and maintain technical field equipment (i.e.: GPS, survey equipment, soil probe, etc.)

Ability to read and interpret soils data, aerial photos, topographic maps, policies, standards, and specifications for use in laying out conservation practices.

Ability to keep accurate technical notes documenting practice information.

Ability to establish and maintain working relationships with co-workers and the public.

Ability to communicate effectively.

Ability to work independently and to exercise sound judgement and discretion.

Ability to accurately complete assignments within specified timeframes.

**Soil and Water Conservation District
Administrative Policies and Procedures**

Chapter 4 Employment

Position Descriptions

Effective date

Revised

Number: 4.01-03

January 1, 2009

**November 15,
2012**

Ability to work outdoors under all types of weather conditions.

Ability to travel over rough and uneven terrain.

EXPERIENCE AND EDUCATION QUALIFICATIONS

Possession of a high school diploma or a GED certificate.

Salary for this position will be based on the number of duties, experience, and education.