

Gasconade County

Soil & Water Conservation District

Governed by Board of Supervisors

- Dennis Berger, Chairman
- Mike Haeffner, Vice-Chairman
- Matthew Estes, Treasurer
- Debra Nowack, Member
- Matt Herring, Secretary

Funded by the 1/10 of 1% Parks and Soils Tax. This position is not a FEDERAL OR STATE GOVERNMENT position.

Hours of Operation:

- Monday – Friday, 7 a.m. – 4:30 p.m.
- Compressed work schedule with every other **MONDAY** off and one eight hour pay during the two week pay period.
- Board meetings the 1st Tuesday of every month, unless stated otherwise.

Benefits:

- Health/Dental/Vision Insurance (available after 30 days)
- AFLAC Available
- Retirement Program (SEP IRA)
- Holidays (follow Federal Holidays)
- Vacation and Sick Leave
- On the Job Training

Nepotism:

- The Missouri Constitution prohibits the Soil & Water Conservation District Board of Supervisors from appointing or employing any relative within the fourth degree. The Gasconade County SWCD extends this limitation to currently employed staff members as well.

**GASCONADE COUNTY
SOIL AND WATER CONSERVATION DISTRICT**

**DISTRICT TECHNICIAN
POSITION DESCRIPTION**

1. Assist the Gasconade County Soil & Water Conservation District (GCSWCD) Board with field and office duties needed to carry out their administrative responsibilities concerning district programs utilizing technical, financial, and informational services available for Local, State, and Federal Agencies. The District Technician is supervised by the District Specialist II and the day to day technical supervision of the employee will be the responsibility of the NRCS District Conservationist. The Department of Natural Resources (DNR), GCSWCD Supervisors, Natural Resources Conservation Service (NRCS) personnel and other district employees will provide training for the position.
2. Major duties include:
 - Working in the field with landowners on land subject to erosion or water quality issues to develop and implement conservation practices. This includes evaluating resource concerns, providing information on the cost-share assistance program, planning, surveying, designing, and checkout of practices. The technician may be required to traverse over difficult terrain and in all kinds of weather.
 - The technician will be knowledgeable of the 5 resource concerns that are addressed by the District, which includes 27 individualized practices. The technician will also be familiar with the Federal programs as well as those of the Missouri Department of Conservation (MDC).
 - Computer work will include working with the Federal system as well as the District System. Working with Excel, Word, and ArcGIS are requirements. Detailed documentation is required for planning, implementing, and ascertaining compliance is being met in regards to federal standards and specifications. Two mapping systems must be maintained for some practices.
 - Maintain personal contacts with district cooperators.
 - Work with District Supervisors, District Specialist, and NRCS with the initiation and continuation of the District's informational and educational programs; including, but not limited to, news articles, newsletters, poster contests, field days, annual meetings, and educational programs with schools. Public speaking may be required for information/education programs that the District sponsors. Working late into the evening or on Saturdays is rare but may be required to complete information/education programs.
 - Assist the District Specialist with the balancing of the financial accounts, answer phones and greet landowners in the absence of the Specialist.
 - Provide maintenance for the District Equipment as well as assist with equipment checkouts.
3. Participate in Board of Supervisor Meetings, Training Sessions, Staff Meetings, etc., concerning items of interest to the District.
4. Perform other related duties as requested by the Board of Supervisors. All duties and actions taken by this position, while on official duty, will be performed in a safe and professional manner to reflect favorably on the District.
5. Has an awareness of Federal EEO, Civil Rights regulations and Freedom of Information Act.
6. Technician must pass a federal background check and maintain a valid Missouri Driver's License.

Gasconade County SWCD Job Application

PERSONAL:

Full Name _____

Home Address _____
(Street) (City) (Zip)

Date of Birth _____ Salary Desired _____

Social Security # _____ Home Phone _____

Cell Phone _____

Interests, hobbies, activities _____

Person to be contacted in case of emergency _____

Home Address _____
(Street) (City) (Zip)

Home Phone _____

EDUCATION:

High School Attended (Name and Address of School) _____

Major Course of Study: _____ Yrs Attended _____

Graduation Year _____

Additional Education (Name and Address of School) _____

Major Course of Study: _____ Yrs Attended _____

Graduation Year _____

Special Qualifications _____

WORK EXPERIENCE: (Please list most recent employment first)

Employer:

Name Address

Job Title and Duties: _____

Immediate Supervisor: _____ Phone: _____

Are you employed there now? _____ May we contact them? _____

If not, why? _____

Dates of Employment: From: _____ To: _____

Employer:

Name Address

Job Title and Duties: _____

Immediate Supervisor: _____ Phone: _____

Dates of Employment: From: _____ To: _____

Employer:

Name Address

Job Title and Duties: _____

Immediate Supervisor: _____ Phone: _____

Dates of Employment: From: _____ To: _____

Do you have a valid state driver's license? _____

If yes, has your license ever been suspended or revoked? _____

If yes, please explain _____

Please list professional society memberships: _____

REFERENCES:

List names, addresses, and phone number of three references and years known
(No relatives, please)

Name	Address	Phone
1 _____	_____	_____
	_____	Years Known: _____
2 _____	_____	Phone _____
	_____	Years Known: _____
3 _____	_____	Phone _____
	_____	Years Known: _____

Describe your agricultural experience: _____

Computer knowledge: Excel _____ Word _____ Access _____ PowerPoint _____
 ArcGIS _____ Other (describe) _____

Other related experience? _____

Have you or any family member been employed by the District or NRCS in the past? _____

PHYSICAL RECORD:

List any physical concerns that may be a hindrance to your work performance for the position you are interested in. _____

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.

Signature of Applicant

Date

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age disability, political beliefs, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audio tape, etc.) should contact USDA's TARGET center at 202-720-2600 (voice and TDD).