

**Position Description**  
**County of \_\_\_\_\_, Indiana**

**POSITION:** District Technician  
**DEPARTMENT:** Soil & Water Conservation District  
**WORK SCHEDULE:** 8:00 a.m. – 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** August 2007  
**DATE REVISED:**

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The County of Clay provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as District Technician for the Soil and Water Conservation District, responsible for planning and implementing conservation programs and providing assistance and education to County residents.

**DUTIES:**

Serves as liaison to various County departments, including Highway, Commissioners and Drainage Board. Reviews erosion control plans for County and monitor sites. Evaluates drainage issues throughout the County. Administers Clean Water Indiana funding and other local grants.

Serves as a board member for the Drainage Board.

Assists the SWCD Board with field days, tillage transect, national resources inventory and conservation tillage workshops.

Assists the Natural Resources Conservation Service and the IDNR-Division of Soil Conservation implement the USDA Farm Bill, including assisting with surveys and designs of conservation practices through EQIP, FIP, WHIP and CRP. Assists with completing status reviews, reporting progress and entering data on computer.

Answers telephone and greets office visitors, providing information and assistance or directing to appropriate individual or department as needed.

Works and communicates with landowners in order to increase conservation in the County.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

Baccalaureate Degree or equivalent combination of education and/or experience in surveying, engineering or related field.

Through knowledge of County's geography, including roads, townships, major subdivisions and City boundaries.

Working knowledge of surveying, drainage and legal terminology.

Working knowledge of federal, state and local land use codes and policies, including ordinances related to surveying, drainage and planning.

Working knowledge of standard office procedures and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed written reports and maintain accurate and organized files and records.

Working knowledge and ability to properly operate standard office equipment, such as computer, calculator, fax machine, copier, telephone and survey laser.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, other County Departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain and carry out written or oral instructions and present findings in oral and written form.

Ability to plan and layout assigned work projects and prepare public speaking presentation.

Ability to compute/perform arithmetic operation.

Ability to coordinate, place, make determinations and take action based on data analysis and fabricate data to discover facts or develop concepts or interpretations.

Ability to apply knowledge of people and location.

Ability to file, post and mail materials. Ability to write and edit reports, contracts and grants.

Ability to occasionally work extended and/or evening hours and travel out of town for meetings, sometimes overnight.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

**II. RESPONSIBILITY:**

Incumbent exercises some discretion in selecting appropriate methods and procedures to apply to a variety of standard and interrelated tasks and operations. Decisions are made within the prescribed policies and practice of the department. Errors in incumbent's work are primarily detected through notification from other departments, agencies or the public. Undetected errors could result in work delays in other departments or agencies or the public. Undetected errors could result in work delays in other departments or agencies and/or inconvenience to their agencies or public.

**III. PERSONAL WORK RELATIONSHIPS**

Incumbent maintains frequent contact with co-workers, other County departments and the public for the purposes of exchanging information and rendering services.

Incumbent reports directly to SWCD Board Chairman.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a standard office environment, involving, sitting for long periods, standing/walking for long periods, carrying/lifting under 25 pounds, keyboarding, speaking clearly and hearing sounds/communication. Incumbent also performs duties out doors, involving extreme hot or cold temperatures, wet/icy surroundings and uneven terrain. Incumbent is occasionally required to work extended and/or evening hours and travel out of town for meetings, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of District Technician for the Soil and Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlines?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name