

## VACANCY ANNOUNCEMENT

**Position:** District Technician serving Allen County, Ohio.

**Location:** This position is offered by the Allen Soil and Water Conservation District, 951 Commerce Pkwy, Suite 200, Lima, Ohio. It is a full-time permanent position, subject to a 90-day probationary period. The position will be under the administrative supervision of the Allen SWCD Board of Supervisors and the day to day supervision of the District Administrator.

**Key Responsibilities:** The position will primarily serve the H2Ohio Conservation Programs.

- Provide leadership in promoting the H2Ohio program within Allen County.
- Assist with verifying program applications and ensure documentation is complete and accurate.
- Ensure that all program activities and practices are properly tracked in the districts/state reporting program (Beehive).
- Act as the point of contact for the Division for program rules and updates.
- Complete semi-annual reporting on activities and accomplishments as required.
- Assist with engineering designs, providing layouts and supervision for construction of conservation practices. The development of the plans will follow the guidelines established in the NRCS National Engineering Manual and related handbooks.
- Maintain personal contact with Allen County landowners and be able to explain the District's conservation programs.
- Assist WLEB Nutrient Management Technician with nutrient abatement programs when needed.
- Assist with P2 Stormwater education programs as needed.
- Assist with all district programs as needed.

This position is being funded under a State grant program for the Maumee River Watershed Supporting the H2Ohio Program for a four (4) year period.

**Education and Technical Background Requirements:** Applicants should have background in natural resource manage, conservation practices, knowledge, experience or training in resource management and conservation practices, environmental science and agriculture with a minimum of an associate's degree or an equivalent combination of training and experience. Preference will be given to applicants with a Bachelor's degree in a field related to the position.

**Computer Requirements:**

Microsoft Office (Word, Excel, PowerPoint, any knowledge in ArcGIS or CAD programs would be helpful)

**Administrative Requirements:**

Requirements include: Self-motivation, organizational skills, take direction from others, oral and written communication, and the ability to work with landowners and the general public, provide team leadership and maintain a positive attitude to create and sustain a favorable image of the District while accomplishing the required tasks.

The position will require extensive field work and the ability to traverse uneven terrain by foot. A valid Ohio drivers license and the ability to obtain drive other car insurance will be required. Applicants will be contacted by phone for interview appointments. Background checks and drug testing will be conducted, and aptitude test could be administered.

Starting salary will be \$15-\$17 per hour commensurate with qualifications and experience. Benefits include health insurance, Medicare, Ohio Public Employees Retirement System, vacation and sick leave.

All programs, services and activities of the Allen Soil and Water Conservation District and the USDA Natural Resources Conservation Service are offered on a nondiscriminatory basis without regard to race, religion, color, national origin, sex, age, marital status or handicap.

Applicants should provide a resume, three non-family references and a cover letter indicating why you are interested in the position by 4:00 pm, May 14, 2021 to the Allen SWCD, 951 Commerce Pkwy., Suite 200, Lima, Ohio 45804. Questions can be directed to Gary Werling, District Administrator at [gary@allenswcd.com](mailto:gary@allenswcd.com) or Casey Heilman, Stormwater Program Manager at [casey@allenswcd.com](mailto:casey@allenswcd.com) or call 419-228-0017.