

VACANCY ANNOUNCEMENT

Position: Technician serving Allen County, Ohio.

Location: This position is offered by the Allen Soil and Water Conservation District (SWCD), 1870 Slabtown Road Lima, Ohio 45810. 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 day-to-day supervision will be provided by the District Administrator.

Key Responsibilities: The position will primarily serve the District's Drainage and Maintenance Projects.

- Oversee the continuing maintenance work on Ottawa, Little Ottawa and portion of the Auglaize River Logjam Projects.
- Provides technical assistance to landowners and units of local government including the planning, survey, design, and implementation of environmental conservation practices and programs. 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.
- Performs all other duties assigned by the District Administrator and the Allen Soil and Water Conservation District Board of Supervisors.

Education and Technical Background Requirements: Preference will be given to applicants with an associate degree or higher in a field related to the position, such as agriculture, natural resources management, engineering, closely related field, or an equivalent combination of training and field experience. Experience in agriculture, engineering, surveying, GIS systems, and computers is desirable.

Computer Literacy Required: Proficient in AutoCAD (as well as general knowledge of Civil 3D); Arc Map; Microsoft Office – Word, Excel, PowerPoint, Publisher, Outlook and general knowledge of Civil 3D.

Required Skills and Abilities: Self-motivation, organizational skills, accurate recordkeeping, able to take direction from others, strong verbal and written communication skills, the ability to work with project managers, partners, and the general public, physical ability to walk rough and steep terrain and slopes on construction sites and in stream channels, provide team leadership, and maintain a positive attitude to create and sustain a favorable image of the SWCD while accomplishing the required tasks. A valid Ohio driver's license, and the ability to obtain drive-other-car insurance will be required. Applicants must successfully pass a background check.

Salary and Benefits: The position will work 40 hours per week, Monday through Friday. This position could require some weekend and evening hours, and those hours will be flexed/balanced within the 40 hours. Starting salary is anticipated at \$18 - \$20 per hour depending on qualifications and experience. Benefits include individual health insurance, Medicare, Ohio Public Employees Retirement System, vacation, and sick leave. Paychecks are issued bi-weekly and by direct deposit.

Application Process: Applicants should provide a resume, three non-family references, and a cover letter indicating why they are interested in the position by 4:30 pm, Monday, November 21, 2022 to the Allen SWCD, 1870 Slabtown Road Lima, Ohio 45810. Questions can be directed to Casey Heilman, District Administrator at casey@allenswcd.com or by calling 419-222-0846 ext. 1002. Applicants will be contacted by phone for interview appointments. Successful applicants must be able to pass a substance abuse test and background check.

Non-Discrimination Statement: All programs, services and activities of the Allen Soil and Water Conservation District and the partnering 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

