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**Aitkin County**

**Soil and Water Conservation District**

307 2nd Street NW, Room 216 ▪ Aitkin, MN 56431

**POSITION DESCRIPTION - DISTRICT TECHNICIAN –**

**Watershed Management and Wetland Specialist**

***POSITION TITLE***: District Technician – Watershed Management & Wetland Specialist

Application Deadline: 4:00 pm., May 3rd , 2024

Position Classification: Full Time, Regular

Benefits include PERA (Retirement), Paid Annual Leave, Sick Leave, Holidays

Position Location: Aitkin Minnesota, Government Center

Position Salary: Anticipated Hiring Range $ 25.00 - $ 28.00 per hour, plus benefits, DOQ

***POSITION DESCRIPTION****:*This full-time position will provide technical assistance to carry out the installation of conservation practices, primarily Shoreland Best Management Practices, for the Aitkin County Soil and Water Conservation District. Outreach to landowners and partners relating to District programs will be a focus. This position works with current technical staff, landowners, partners, and other units of government.

***PRIMARY DUTIES & RESPONSIBILITIES:***

A major responsibility of this position is to complete technical conservation

work independently and make recommendations to landowners and partners on program rules

and requirements. Shoreline BMP design, oversite, and assessment of lake properties for

needed BMPs will be a focus of this position.

The position will also be involved in outreach and public education activities for the District.

This will be a combination of in person, written, and social media efforts.

The position will also coordinate the Wetland Conservation Act program for the District.

A diverse background in watershed management and public education methods is desired.

Variety in responsibilities should be expected. Typical duties may include:

Watershed Management Activities

* + Provide technical assistance for the installation of conservation projects
  + Work primarily with residential and lakeshore best management practices
  + Design Shoreland BMPs
  + Manage the District Cost Share program, including record keeping and reporting
  + Market and consult with landowners on state, local and federal conservation programs and assist in the establishment and maintenance of projects.
  + Assist with shoreland inventory projects
  + Participate in One Watershed One Plan efforts, as needed

Outreach Activities

* + Facilitate education and outreach plan implementation
  + Provide education and outreach experiences. Examples include the field days, demonstration events, annual conservation tour, press releases, website and social media.
  + Coordinate with partnering agencies.
  + Present and participate with education and outreach programs, promotion, and advertising for the district.

Wetland Conservation Act Activities

* Represent the District on the Technical Evaluation Panel
* Develop Wetland Restoration & Replacement Plans
* Assist with wetland delineations

Other Responsibilities

* + Assist with the district native plant sale and annual tree program.
  + Attend meetings and professionally represent the Aitkin County SWCD.
  + Accepts other duties as assigned by District Manager or Board of Supervisors.

The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be constructed as an exhaustive list of all duties performed by personnel in this position.

***EQUAL EMPLOYMENT OPPORTUNITY -*** Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status or membership or non-membership in an employee organization.

Questions may be directed to:

Janet Smude, District Manager

307 2nd Street NW, Room 216

Aitkin, MN 56431

Phone: (218) 927-7284 (office) (218) 670-0075 (cell)

E-mail: [smude.aitkinswcd@gmail.com](mailto:smude.aitkinswcd@gmail.com)