Dewey County Conservation District

District Technician-75% district/25% NRCS

Position Description

April 2022

The person in this position works for the Dewey County Conservation District and will be supervised by the Conservation district board and district manager. The district manager is designated as a day-to-day contact.

The employee is expected to carry out most duties, programs, and activities with a minimum of supervision, but will be expected to keep district manager and board members fully informed of activities. Performance standards for each major job duty will be used in evaluation of employee performance.

1. **Operation and Maintenance of Flood Control Dams.**
2. Employee will assist the district board in the operation and maintenance of flood control dams located in the district.
3. Employee will work closely with NRCS district conservationist in establishing priority of repairs and needed maintenance on dams. Needed repairs will be reported to the district manager and district board.
4. Employee will perform operation and maintenance jobs such as clearing debris from towers, fence repairs, spraying, and clearing small trees from dams and spillways.
5. Employee will conduct annual inspections of dams, coordinating the activity with NRCS, district manager, and board members.
6. Employee will inspect dams after major storm events and report any auxiliary spillway flow and damages caused by the storm to NRCS and the district manager and district board.
7. Employee will assist in development and maintenance of list of landowners who have dams on their property. The list will also include information about keys to gates, directions to dam, and other information useful in entering the property.
8. The employee will work to develop good working relationships with landowner where dams are located and keep them informed of any planned repairs to the dam.
9. **Conservation Education and Information Programs:**

 1. Employee will assist the district manager in carrying out conservation

 education and informational activities. This may include development and

 manning of displays, development of materials and activities, and assisting in

 planning and conducting tours, natural resource days or other events.

 2. Employee will work with the district manager and board in developing the

 annual plan and long-range plan.

 3. Employee will work closely with district manager on preparing and conducting

 district activities.

 **3. Oklahoma State Cost Share Program**

 1. District technician will stay informed of rules and procedures of the Oklahoma

 Conservation State Cost Share Program. Employee will assist in promoting

 the program through news released and other media, takes applications, aid

 customers in filling out applications and collection of documents for required

 reports.

 **4. Administrative**

1**.** Attends monthly district board meetings and presents a written monthly report

 of activities.

 2. Attends meetings and training sessions as authorized by district manager and

 board.

 3. Works with the district manager on financial management of the district

 (money received from equipment rental and expenses related to these

 activities). Provides detailed information on acres sprigged, sprigs sold,

 landowner information, etc.

 **5**. **Work with NRCS 25% of time assisting with farm bill and technical**

 **assistance.**

1. Assists field office staff in performing surveys, lays out, and stakes predetermined sites. Will be required to achieve and maintain a “Certified Planner” status level at the discretion of NRCS following policies and procedures.
2. Assembles data and descriptive information covering farms, ranches, and other land units; identifies cropland, hayland, woodland, and other land use to determine field size for mapping; reduces field notes and prepares data sheets for higher grade employees.
3. Provides information to landowners or contractors on the methods of installing conservation practices such as grade stabilization structures, ponds, terraces, or watering facilities.
4. Follows up work with landowner by checking progress of conservation practices under construction, resolves minor problems, and refers difficult questions to higher grade employee.
5. Ensures the delivery of NRCS, state and conservation district conservation programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients. Will manage all designated conservation programs at the discretion of the NRCS and Conservation District following policy and procedures accordingly.
6. To perform some of the above duties the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid Oklahoma driver's license is required.
7. Perform and maintain all other NRCS and Conservation District duties required as assigned.

 **6. Equipment duties include (but may not exceed 15% of district time):**

 1. Management of equipment and supplies owned/or operated by the

 conservation district.

 2. Promotes and schedules the use of district owned equipment.

 3. Repairs, or arranges for repair, of all districts owned equipment.

 4. Delivers and picks up rental equipment and provides technical assistance in

 Use of equipment.

 5. Maintains district equipment building. Provides for security of district equipment

 and property. Keeps interior of building clean and well organized and area

 surrounding building clean, ensures there are no safety hazards inside or

 outside of building.

 6. Snow/Ice removal from sidewalks and parking lot.

 7. Keeps district board advised of current activities related to equipment. Makes

 recommendations as to purchase of equipment, major repairs, and reports any

 problems with equipment or with customers to the district manager and board

 immediately.

**7. Other Duties:**

 1. Maintain detailed records of activities.

 2. Keep time sheet records up to date.

 3. Teamwork, Cooperation and Professionalism – The employee will cooperate

 and work with other employees, district board members, NRCS staff

 members, other USDA agency personnel and others to develop a team effort

 in getting conservation practices applied to the land. The employee will aid

 NRCS as directed by the board and district manager. All customers and

 coworkers will be treated with respect and courtesy and employee will act

 professionally always.