

Job Description

Position Title: Conservation Technician

Date: March 2026

Accountable To: District Manager

Status: Exempt/Full Time

Primary Objective of the Position:

Performs various technical responsibilities related to program priorities and implementation at the District. Participates with others in conducting conservation research at the Rosholt Research Farm within profitability guidelines. Performs responsibilities for the Sales program for the District including trees, native grasses, equipment use and rentals. Administers the Minnesota Ag Water Quality Certification Program.

MAJOR/ESSENTIAL JOB FUNCTIONS and % of Time Spent:

40% (1) Performs various functions related to the supervision, coordination and implementation of the sales and service programs for the District. Desired outcomes include:

- Develops tree planting plans based on site suitability and program requirements and coordinates tree planting according to the established plans
- Coordinate's tree matting services
- Manages all inventory of grass, trees, and other products for the District
- Sells native grass programs and practices to residents
- Coordinates Native Grass Seeding Program to implement practices at right time with appropriate seed mixes based on the site
- Manages the rental of various types of equipment owned by the District to residents to ensure that soil is properly prepared for plantings
- Conducts site-prep and weed control to ensure that plantings are able to be successful
- Performs various maintenance required to ensure that equipment operates properly
- Manages seasonal staff or planting crews as applicable and when working on Sales or Service programs
- Pesticide Applicator Certification for Categories A & C
- Conducts Field verification/site assessments including measurement services using the Trimble GIS equipment
- Obtains and designs practices for programs like the Conservation Reserve Program and attains appropriate Job Approval Authority to plan, oversee, and implement

30% (2) Conducts activities related to the development of plans with land users to certify operations through the Minnesota Department of Ag Water Quality Certification Program (MDA MAWQCP). Desired outcomes include:

- Performs site assessments to determine suitability and eligibility. Prepare site evaluation reports, performs field surveys

- Completes performance documentation and reviews of maintenance of conservation practices with landowners
- Assists landowners with sign up information/process
- Prepares conservation planning/mapping and associated paperwork (job sheets, letters, conservation plan, etc.)
- Assist the specialist to certify and also assist in installation of best management practices (BMPs) with available funds.
- Conducts Field verification/site assessments including measurement services using the Trimble GIS equipment
- Creates maps for landowners using ArcMap or GIS
- Enters landowner information into the online assessment tool
- Assists landowners with the financial assistance grants through the MDA MAWQCP program
- Coordinates with the regional certification agent on program requirements
- Completes audits as requested on enrolled acres
- Communicates with Natural Resources Conservation Service and MDA partners to ensure that activities are coordinated
- Obtains certification through the MAWQCP training program.
- Obtain appropriate Job Approval Authority to plan and implement practices

15% (3) Manages and promotes the Rosholt Research Farm to ensure that it operates effectively and within budget. Desired outcomes include:

- Assists in Rosholt Task Force meetings to obtain grants/funding to conduct research and utilize the farm fully
- Responsible for equipment/facility maintenance and operations
- Responsible for operation of the irrigation system.
- Coordination with District Manager and other agency partners on the Research conducted.
- Assists with promotional activities for Rosholt.
- Assists District Manager with daily oversight on interns at the Research Facility when directed by the District Manager.

15% (4) Assists as directed implementation of various programs including but not limited to: Desired outcomes include:

- State Cost Share/Clean Water Fund program site inspections as required by the Operation and Maintenance Schedules for the practices.
- Assists in Reinvest in Minnesota program site inspections as required by the Board of Water and Soil Resources
- Soil Health and will obtain Job Approval Authority to plan and oversee implementation of soil health practices.
- Irrigation Management and will obtain Job Approval Authority to plan and oversee implementation of irrigation practices.

Keeps District Manager informed of weekly activities and makes suggestions to improve efficiency of the District.

Performs additional duties and responsibilities as apparent or assigned.

Education/ Experience and Certification/Licensure Required:

- 2- 4 year degree in agronomy, natural resources, soils, geology, environmental studies, agriculture or related field. Prior experience in a technical or scientific field preferred, but not required.
- Valid Minnesota driver's license

Other Knowledge, Skills, Abilities Required:

- Ability to read, analyze, interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the general public. Ability to write articles for publication and to effectively present information to management, public groups and/or boards.
- Ability to prepare accurate and thorough reports and maintain accurate and up-to date records.
- Ability to read and interpret aerial maps, plat book, elevation maps, and soils information.
- Ability to work independently and plan, organize and prioritize projects.
- Capable of functioning at a high level of professional ethics.
- Ability to attend training and professional meetings to maintain and enhance current knowledge base.
- Ability to deal with public and agency partners in a professional and courteous manner.
- Ability to maintain files pertinent to essential function activities.
- Availability to attend SWCD Board meetings and provide a written and verbal report on District activities.
- Knowledge of wildlife ecology, wetland, and grassland management including the ability to utilize various habitat management tools in the development of the management plans.
- Knowledge of conservation and wildlife programs provided by federal (i.e. Farm Bill, US Fish and Wildlife Service), state and local entities. In addition, knowledge of how these programs are implemented in an agricultural landscape is desired.
- Able to obtain USDA Federal Security Clearance

- Position requires multi-tasking and organizing and setting work priorities while remaining flexible and patient.
- Position requires changing priorities and scheduling as needed to meet work demands and react to new program enrollment deadlines.
- Position requires working with landowners must have strong interpersonal communication skills and the ability to work with a wide variety of people.

Machines, Tools, Equipment, Electronic Devices and Software Required:

- Microsoft Office: Word, Excel, Publisher, Outlook, and Power Point including file management and documentation.
- Office equipment including: computer, copy machine, printers, telephone, calculator, presentation projector, GPS, ArcGIS software (import and manipulate shape files)
- All-Terrain Vehicle (ATV) and trailer
- Tractor
- Weed Mat Machine
- Tree Planter
- Tillage and Planting equipment
- Irrigation equipment
- Able to attain proficiency with Trimble survey unit.

Physical demands:

- Position requires extended periods of sitting and some periods of repetitive action operating computer environment.
- Position involves occasional lifting up to 70 lbs.
- Position requires field work in varied terrain and elements year-round.

Work Environment:

- The position requires several hours in normal office conditions while the remaining work conditions are in the field in varied terrain and weather conditions year-round.
- Position will require some travel on a day-to-day basis while completing field work within the County.

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.