



WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT

POSITION AVAILABLE

POSITION TITLE: AG TECHNICIAN

REPORTS TO: DIRECTOR

JOB STATUS: FULL TIME, PERMANENT, NON-EXEMPT

CIVIL SERVICE STATUS: UNCLASSIFIED

SCHEDULED HOURS: 40 HOURS PER WEEK

SALARY RANGE: \$18 to \$24/HOUR DEPENDING ON EXPERIENCE

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN FOURTEEN (14) CONSECUTIVE CALENDAR DAYS, BEGINNING NOVEMBER 18, 2021.

SEE ATTACHED JOB DESCRIPTION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

[E-Mail](#) a completed Warren County application, along with a cover letter and resume to:

Sarah Mellon  
RE: Ag Technician Position  
Sarah.mellon@co.warren.oh.us

The Warren County required application can be found on the Warren County website [HERE](#).

Applications must be received by 4:00 p.m. on December 17<sup>th</sup>, 2021. This position is subject to a pre-employment drug screen and a background check (BCI).

The Warren County Soil & Water Conservation District is an equal opportunity employer.

**Warren County Soil and Water Conservation District**  
**Job Description for Ag Technician**

**Nature and Purpose of Work**

The Ag Technician is an employee of the Warren County Soil & Water Conservation District and is authorized by Section 940 of the Ohio Revised Code. The employee is under the direct responsibility of the Board of Supervisors with the daily supervision and guidance of the District Director. The Ag Technician will be a member of the District staff team in carrying out the general goals and objectives of the Warren County Soil & Water Conservation District and is primarily responsible for assisting agriculture/rural landowners with conservation and natural resource technical assistance, assisting with the educational/outreach aspects of agriculture and natural resource conservation management and promoting the Warren County Soil & Water Conservation District programs by maintaining and improving partnerships and working relationships within the agricultural community.

**Duties and Responsibilities**

The following items outline the major responsibilities of the occupant of this position. The occupant will operate within the policies of the district board:

**1. Technical Assistance:**

- Administer the technical assistance programs for the District
  - Respond to technical assistance requests for agriculture practices, drainage, erosion, ponds, and natural resource conservation management related issues
  - Maintain accurate records of all aspects of assistance
- Coordinate and assist USDA-NRCS with conservation related federal Farm Bill programs
  - Maintain accurate and up to date knowledge on all available programs
  - Connect landowners with information pertaining to federal programs
  - Assist in assessing land for practices that qualify for federal programs
  - Maintain proficiency in the use of surveying equipment and data collection
  - Assist USDA-NRCS with design and technical aspects of federal programs
- Conduct local aspects of ODA pollution abatement program
  - Investigate all pollution abatement calls, complaints, concerns
  - Provide landowners/involved parties with recommendations of best management practices that offer solutions or improvements to pollution issues
  - Maintain and organize all documentation for proper reporting of pollution abatement complaints
  - Work with Board, Director, and Program Specialist for any assistance needed in implementation, enforcement, and reporting
- Create Nutrient Management Plans
  - Participate in training and maintain current knowledge for Nutrient Management Plans
  - Perform Nutrient Management Plans when requested
- Assist with Conservation Plans/Nutrient Management Plans
  - Participate in training and continued education for Conservation and Nutrient Management Plans
  - Assist partner agencies with Conservation and Nutrient Management Plans
- Assist as needed with special District projects
  - Watershed projects, school programs, park events, grants, etc.

## **2. Education & Outreach:**

- Assist and conduct technical workshops, educational programs and events for landowners, farm tenants, agricultural producers, contractors, officials, etc. Examples include, but not limited to Pond Clinic, Cover Crop Workshop and Field Days.
- Assist with building the District's agriculture program to serve the conservation needs of Warren County's agricultural producers and landowners.
- Write news articles as needed or assigned by the Director for the district newsletters, local newspapers, social media, etc.
- Help to maintain and update appropriate web pages on the District website.
- Encouraged to join appropriate organizations/memberships as District representative.

## **3. Administration:**

- Become knowledgeable of the District's mission, programs, and goals.
- Attend various meetings and workshops related to this position. Some of these meetings may be night meetings.
- Assist in the development of the Annual Plan of Work and Long-Range Plan.
- Attend monthly Board of Supervisors board meetings.
- Attend staff meetings as scheduled by the Director.
- Maintain accurate records of all work including correspondence, plans, maps, and data base of landowners assisted, etc.
- Accurately and efficiently report work time into State timesheet program for payroll and accountability.
- Actively seek opportunities for outreach and the promotion of District Ag/rural programs.

## **Qualifications**

1. Competent communications skills, written and oral, with an ability to work with a variety of public officials, contractors, and private landowners.
2. Competent organizational and time-management skills with self-motivation.
3. Applicants should have an Associate Degree or higher in an agriculture, natural resources, science related field of study or five years of related work experience. Preference given to those with additional agricultural certifications.
4. General knowledge of computer and technology skills. Additional consideration with skills in agriculture, design, and geographical systems.
5. Valid Ohio driver's license.
7. Job applicant, after receiving a conditional offer, must successfully pass a background check and a drug test before employment as determined by the board of supervisors.

## **Work Schedule:**

Daily working hours for the Ag Technician will be 8 hours per day any time between the hours of 7:00 am and 5:00 pm Monday through Friday for a total of 40 hours per week. Some weeknight and weekend hours may be required in which compensatory time may be earned with Director approval.

## **Supervision and Guidance**

Daily supervision is assigned to Director. Ag Technician is responsible for making his/her own appointments, for developing his/her weekly schedule in cooperation with the rest of the office staff and adjusting the schedule as necessitated by requests for assistance and by weather conditions, etc., with the approval of the Director.

## **Performance Review**

The performance of each duty in this position will be evaluated against the requirements developed for this position. A formal review will be completed by the Director on an annual basis and discussed with the Ag Program Specialist.