

Butler Soil and Water Conservation District Job Description for Natural Resource Technician – Part Time

Nature and Purpose of Work

The Natural Resource Technician is an employee of the Butler 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 Natural Resource Technician will be a member of the District staff team in carrying out the general goals and objectives of the Butler Soil & Water Conservation District and is primarily responsible for assisting landowners with natural resource technical assistance, the evaluation of urban plan reviews, and assisting with the District's technical conservation programs.

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:

Technical Assistance

- Administer technical assistance program for the District:
 - Respond to technical field calls including drainage, erosion, ponds, stream management, and other natural resource management related issues, as well as site investigations, recommended needs and feasibility.
 - Assist homeowners with drainage, erosion, stream management, ponds and other natural resource management related issues.
- Assist with Natural Resource Review Program for development and urban land uses:
 - Conduct natural resource reviews for county zone changes, preliminary and final plat approvals, requested township reviews, and as needed for special projects.
 - Consult as needed with the Storm Water District on advising developers of erosion control regulations and when necessary coordinate enforcement actions through the Butler County Planning Department.
 - Consult as needed with the Floodplain Manager on advising stream setbacks and related issues of mitigation and conservation.
 - Attend various meetings and workshops which include pre-construction, subdivision review committee, Butler County Planning Commission, Land Use Coordinating Committee meetings, township trustees, etc. Some of these meetings may be night meetings.
 - Assist in maintain filing system with Water Resource Specialist of plat and plan reviews and comments, maps, and landowners assisted, etc.
- Assist with District's Agricultural Conservation Programs:
 - Assist with conservation related Farm Bill programs for the District.
 - Assist with grassed waterway layouts, construction phase checks, and final inspections.
 - Become proficient in using surveying tools such as the laser level, linker rod, and transit, along with GPS unit.
 - Assist Rural Specialist with technical aspects of pollution abatement program.
 - Understand web soil survey; be able to create and interpret soils reports for landowners.
- Assist with H2Ohio Program in our District.
- Assist with District's drone program and all its certifications and technical reporting.
- Become proficient in the use of computer and related software including ESRI GIS products, and Accela. Become proficient in aerial photo, topography maps, FEMA maps, wetland inventory maps and soil survey interpretation.
- Properly maintain and care for any equipment assigned for use in carrying out the job.

Education & Outreach

- Assist Rural Specialist and Water Resource Specialist with conducting technical and community workshops that include, but not limited to: Agricultural Field Days, Pond Clinics, Forestry Workshops, Stormwater & Erosion Field Days, HOA & Builder Workshops, etc.
- Write news articles as needed or assigned by the District Director for the district newsletters, local newspapers, social media, etc.
- Maintain and update appropriate web pages on the District website.

Administration

- Become knowledgeable of the District's philosophy, programs and goals.
- Actively participate in District and community meetings as needed or requested.
- Assist in the development and implementation of Annual Plan of Work and Long Range Plan.
- Attend monthly Board of Supervisors board meetings as directed by the District Director.
- Attend staff meetings as scheduled by the District Director.
- Responsible for entering all pertinent records into state reporting system, this includes but is not limited to technical assistance and projects for time keeping and accountability.
- Assist in the various office duties and tasks as assigned by the District Director.
- Actively seek opportunities for outreach and the promotion of district programs, as well as developing new programs to better serve the district.

Qualifications

- Possess excellent communications skills, written and oral, with an ability to work with a variety of public officials, community partners, watershed groups, builders and private landowners.
- Applicants should possess an Associate Degree or B.S. Degree in an environmental field of study or two years of related work experience in environmental engineering, hydraulics, drafting and/or surveying, natural resources, agriculture, etc.
- Competent organizational and time management skills with self-motivation.
- Knowledge of topographic and watershed mapping, along with an understanding of drainage, erosion, and geomorphology principles.
- Knowledge of computer and technology skills, additional consideration with skills in engineering, design and geographical systems.
- Knowledge of natural resources, forestry, and/or botany is a plus.
- Ability to obtain an FAA part 107 license.
- Valid driver's license.
- 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 Natural Resource Technician will be determined by the District Director; typically Monday through Friday not to exceed 28 hours per week. Some weeknight and weekend hours may be required in which schedule will reflect those changes.

Supervision and Guidance

Daily supervision is assigned by the District Director. Technical supervision is received from the NRCS District Conservationist, Rural Specialist, and Water Resource Specialist. The Natural Resource 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. The work is spot checked by NRCS for compliance with the technical standards. Specific technical guides, manuals and handbooks are available for use. An appropriate training schedule to meet the needs of the position will be coordinated

with the District Director. The ODA Division of Soil and Water Conservation will assist in the training involving specific programs.

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 Natural Resource Technician and the District Director on a yearly basis during the month of December and will be discussed with the Natural Resource Technician; it will be the basis for any merit pay increases granted by the district board.