

Position Description for District Technician
_____ County Conservation District
August 2005

The person in this position works 1,903 hours annually for the _____ County Conservation District. Duty hours are from 8:00 a.m. to 4:30 p.m. with a thirty-minute lunch break. This position is supervised by the _____ County Conservation District board of directors with one district director being designated as the day-to-day contact for the employee. Performance Standards for each major job duty will be used for performance evaluations.

Major Job Duties and Responsibilities:

Equipment Management:

The employee is responsible for managing all district equipment and will promote the use of rental equipment, keep equipment in good working order, schedule use of equipment, maintain a current inventory of equipment, ensure equipment is kept secured and locked up, and operate equipment when appropriate.

Watershed Operations

The employee will work closely with the conservation district board and NRCS in the operation and maintenance of ten watershed dams. The employee will determine, initiate, and conduct operation and maintenance on the structures that may include removing trees from the dams and spillways, spraying for weeds and brush, correcting erosion problems, removing debris from inlet towers and other maintenance needs. The employee will make recommendations to the board on items that require expenses or assistance from the Oklahoma Conservation Commission or NRCS and will be responsible for making such requests.

The employee is responsible for scheduling yearly inspections of watershed dams. The employee will work closely with NRCS and the district board in coordinating the inspections.

Information / Education / Outreach Activities

The employee will develop and maintain an effective district information program which may include: working with the news media, presenting programs to civic, social and other groups, developing displays for county fairs and other events, developing and maintaining a district web site, writing news and feature articles, conducting conservation tours and maintaining photo and information files. The employee will be responsible for the district newsletter that includes developing the newsletter with help from district and NRCS staff, obtaining sponsors, updating addresses, and arranging for printing and distribution.

The employee will work with other staff members to plan and hold annual and other special meetings.

The employee will work to maintain an active conservation education program working with county schools, organizations, groups, and agencies. Activities may include working with schools to develop outdoor classrooms or natural resource days, conducting poster, essay, and speech contests, making presentations to schools, civic clubs, and other groups, assisting with local and national land judging contests, conducting conservation tours, developing new educational programs, and conducting or assisting with conservation education workshops and events.

The employee will work to develop good relations with other agencies and organizations to further the district program.

The employee will work with other agencies and organizations in developing outreach activities that target minority and female citizens.

Assistance to NRCS

The employee will work closely with the NRCS personnel to develop a team approach in providing assistance to customers and will seek technical assistance from NRCS on resource related issues. The manager will seek available training opportunities in order to assist with delivery of conservation programs.

The employee will provide support to NRCS activities, such as helping with field and office work at a level established by district board policy.

Cost Share Program

The employee will assist with the Oklahoma Conservation Cost Share Program by assisting customers with applications and payment requests, development of materials to publicize the program, obtaining receipts and other documents required for certification of practices, carrying out fieldwork, and assisting with required reports.

Other Duties

The employee will assist with office duties such as answering phones, providing assistance to customers, and assisting with completion of reports, and annual and long range plans.

The employee will attend monthly district board meetings and present a written or oral report of activities.

Performance Standards for District Technician
----- County Conservation District
August 2005

Equipment Management

- a. The employee will maintain all district owned and controlled equipment in good working order. Repairs will be made in a timely manner and any major problems or equipment needs will be reported to the district board immediately.
- b. Machinery, vehicles and tools will be kept clean and well organized. Area around the shop will be kept mowed and neat.
- c. A current inventory of equipment and tools will be maintained.
- d. Equipment, vehicles and tools will be kept well secured. Any problems or concerns with security will be immediately communicated to the district board.
- e. The employee will promote and schedule the use of district equipment. Good relations with current and potential customers will be developed. Problems that can't be worked out with cooperators will be reported to the district board immediately. Coordination of jobs will be done in a manner that will make the most efficient use of the equipment and minimize expenses.
- f. District policy will be followed on purchasing or repairing equipment and on obtaining parts for equipment.

Watershed Operations

- a. The employee will perform annual inspections on all flood control dams and submit reports to meet deadlines. The inspections will be coordinated with NRCS and the district board. The inspections will be complete and thorough and all items on inspection form will be checked carefully and form completed properly.
- b. All problems with flood control dams will be reported immediately to the district board, and if appropriate to the NRCS district conservationist.
- c. A work priority list will be developed and kept updated that will show needed work on the dams. Problems will be prioritized so that the dams with the most serious problems will be fixed first.
- d. The employee will work with landowners where dams are located to build good relations and obtain their cooperation and assistance in getting access to the dams and in properly maintaining the structures.
- e. The employee will work with the district board to address more serious problems such as erosion and problems with the inlet tower or other dam components.

Information / Education / Outreach

- a. The employee will develop and maintain an effective district information program. Information provide to the public will be appropriate, timely and accurate. The district board will be kept informed of activities. Information activities will be focused on high priority conservation issues and programs.
- b. Effective outreach materials will be used to reach citizens not being informed through normal day-to-day activities of the district. The employee will work with others to identify, plan and carry out the most effective outreach activities.
- c. The employee will insure that in all dealings with customers and other district employees that they are treated fairly and that all conservation district programs and services are offered on a nondiscriminatory basis without regard to race, color, national origin, religion, gender, martial status, or physical disability. Customers will be treated with courtesy and every effort will be made to satisfy their needs.

Assistance to NRCS

- a. Assistance will be provided to NRCS according to district board policy. All assistance will be provided in a professionally manner and to the same quality standards as required for district activities. The employee will keep the board informed of assistance provided and informed immediately if any problems develop.

Cost Share Program

- a. Assistance to cost share participants will be provided in a professional and timely manner. Reports and information related to the program will accurate and will meet established deadlines. Records will be complete, neat and well organized.

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. All customers and coworkers will be treated with respect and courtesy and employee will act professionally at all time

Performance Review
District Technician
_____ **County Conservation District**
August 2005

Performance Element: **Meets Standards** **Exceeds Standards** **Does Not Meet Standards**

1. Equipment Management _____ _____ _____
Comments:

2. Watershed Operations _____ _____ _____
Comments:

3. Information/Education
Outreach _____ _____ _____
Comments:

4. NRCS Assistance _____ _____ _____
Comments:

5. Cost Share Program _____ _____ _____
Comments:

Performance Element: Meets Standards Exceeds Standards Does Not Meet Standards

**6. Teamwork and
Cooperation
Comments:**

Standards Reviewed and Discussed with Employee:

Board Member

Employee

Date

Performance Review:

Overall Performance Rating:

Meets Standards ___ **Exceeds Standards** ___ ___ **Does Not Meet Standards**

Board Member

Employee

Date

