

## Conservation Technician

POSITION DESCRIPTION  
DATE PREPARED: January 31, 2012

The Van Buren Conservation District (VBCD) is seeking interested applicants to serve as a Conservation Technician for Van Buren County, Michigan. The position is full-time and will be located in Paw Paw, Michigan. The individual will be employed by the Van Buren Conservation District and work with partner organizations.

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### POSITION OBJECTIVE:

To oversee and implement all aspects of the Best Management Practices and Fieldprint Calculator programs in the Paw Paw River Watershed; to educate and assist landowners to help improve water quality and hydrology, reduce sediment loading and to restore healthy habitat.

### RELATIONSHIPS:

The Conservation Technician is supervised by, and reports to, the Executive Director of the Van Buren Conservation District. The Technician works closely with the The Nature Conservancy, Southwest Michigan Planning Commission, World Wildlife Fund and Coca-Cola in developing priorities for the Program.

### ESSENTIAL FUNCTIONS:

1. Coordinates many aspects of the Best Management Practice grant for Paw Paw River Watershed, Eco-payments in the Paw Paw Watershed grant, Field to Market Fieldprint Calculator grant and is fully familiar with, and adheres to, the grant agreement and guidelines for conducting the Program at the local level.
2. Maintains accurate financial and administrative records and a well-organized filing system for those records and for the grants.
3. Educate and assist landowners to help improve water quality and hydrology, reduce sediment loading and to restore healthy habit. Conduct outreach to priority producers/landowners, including hosting workshops and making direct contacts.
4. Promotes Best Management Practices which may include, but are not limited to, conservation tillage or no-till, installing buffer strips and cover crops, and wetland restoration in priority areas in the Paw Paw River

Watershed. Promotes practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs and other means. Helps interested producers access funding for priority practices through NRCS programs and special grant-funded programs.

5. Works closely with and provides staff support to Natural Resource Conservation Service staff and works with individuals in the agricultural community to educate and implement a variety of agricultural practices funded under the 2008/2012 Farm Bill.

#### OTHER FUNCTIONS:

1. Assists with the District's seedling sale, plant sale and related events.
2. Help District with daily office operations; phone, walk-ins, mailings etc.

#### QUALIFICATIONS:

**EDUCATION:** A minimum of a B.S. Degree in natural resources, agri-science, agronomy, crop and soil science, environmental science.

**EXPERIENCE:** A minimum of two years of experience in natural resources or agricultural field work.

#### **ABILITIES:**

1. Must operate standard PC work station and effectively use Windows-based word processing and spreadsheet software. GIS knowledge is helpful.
2. Excellent organizational and time management skills; self-motivated and self-directed.
3. Exhibits excellent social and interpersonal skills.
4. Must be able to work efficiently outdoors in varying conditions and terrain; able to lift 50 pounds.
5. Relates effectively to diverse clientele and work groups.
6. Excellent written and verbal communication skills, including public speaking.
7. Maintains a valid driver's license.

8. Owns an operational, licensed and insured motor vehicle and is willing to use it on the job.

*The Van Buren Conservation District is an equal opportunity employer and will not discriminate in employment, promotions, or compensation on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, handicap, or veteran status.*

Interested applicants must submit a resume, transcripts, and a cover letter indicating relevant experience no later than February 14, 12:00pm to the address or email below.

AJ Brucks  
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