**DISTRICT TECHNICIAN POSITION DESCRIPTION**

This position is that of district technician responsible for performing technical assistance and oversees the tree program.

**DUTIES AND RESPONISIBLITES:**

1. Promote conservation practices through cooperator contact and follow-up.
2. Maintain daily contact with the office. Notify office of any change in schedules.
3. Assesses the need for conservation work within the district and recommends actions and programs
4. Maintains personal contacts with cooperators.
5. Knowledgeable of conservation program guidelines and practice specifications.
6. Maintains a cooperative relationship with natural resource agencies operating within the district.
7. Identify sources and recommends action for the district board to secure the needed personnel for district operations.
8. Keeps the district board informed of actions taken, trends in conservation work and issues in which the district may have an interest.
9. Keeps abreast of all federal, state and local laws that affect the conservation work with the district.
10. Assume responsibility and exercise own initiative in furthering district programs.
11. Organizes conservation workshops for the county area.
12. Assist NRCS personnel assigned to the District.
13. Enter onsite and office contact and plan development into Toolkit and Protracts.
14. Advise NRCS personnel of landowners needing technical assistance.
15. Cooperative with NRCS personnel in carrying out conservation programs.
16. Prepares and presents conservation programs to schools, groups and agencies
17. Assist with gathering data needed for conservation plans.
18. Assist with conservation practice design, layout, installation, and associated paperwork.
19. Apply conservation practices according to NRCS specifications.
20. Assist with report writing and conservation plan development.
21. Participate in developing districts annual and long-range plan of work.
22. Report monthly to district board on activities and accomplishments.
23. Keep an up to date log on daily activities to present at the monthly district board meeting.
24. Publicize conservation efforts in cooperation with NRCS district conservationist and other district staff through news articles.
25. Record farmer contacts and significant follow-up in cooperator file assistance notes.
26. Manage district programs, Outdoor Heritage, and ND Forest Service
27. Coordinate requests for assistance with NRCS and other appropriate resource agencies.
28. Provide assistance to cooperators applying practices.
29. Seek follow-up on practices installed to evaluate their effectiveness.
30. Operate district and NRCS equipment safely for authorized purposes only.
31. Become familiar with NRCS field office technical guide for conservation practice specifications.
32. Be familiar with Web Soil Survey and its uses in planning conservation practices
33. Attend training sessions when approved by the district board.
34. Supervise the tree planting crew, keep a daily log of location, weather, tree issues, hours, and plant trees according to plan.
35. Coordinate and review plans with weed barrier crew to make sure all is done according to plan and to specs.
36. Support NRCS Cooperative Working Agreement
37. Grants
38. Perform other duties as requested by district board.

**SUPERVISION**: This position is the direct responsibility of the district manager and board of supervisors. However, other district employees or the NRCS district conservationist in the office may be designated to be directly responsible for the day to day duties of this position.

**PERFORMANCE REVIEW:** Your performance of each duty in this position will be evaluated against the requirements developed for your position. A formal review will be completed by your supervisors on a yearly basis and will be discussed with you. Your performance rating is an overall evaluation of your performance in the judgement of your supervisors. It will be the basis for any merit pay increases granted by the district board.

**WAGES:** Board of supervisors will determine wage and benefits and schedule.

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Employee Date

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SCD Supervisor Date