

MARION SOIL AND WATER CONSERVATION TECHNICIAN

MAJOR FUNCTION

The Marion Soil & Water Conservation District (MSWCD) Conservation Technician provides technical assistance to agricultural producers with best management practice (BMP) implementation and enrollment; in addition, this position facilitates outreach programs to educate citizens on natural resources conservation and statutory obligations of implementing Florida Department of Agricultural & Consumer Services (FDACS) BMPs. This position provides services on behalf of the MSWCD, as specified in their contract with the FDACS.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

- Works with agricultural producers on a regular basis through site visits, demonstrations, workshops, field days, and other education and technical assistance activities, to assist them in understanding and installing BMPs appropriately and in exploring new and evolving technologies.
- Enrolls eligible producers into FDACS BMP programs and follow up with these producers every two years to make sure they are maintaining State requirements and submits the necessary documentation for enrollment.
- Guides the eligible producers through the State enrollment process, collecting necessary documentation, inspecting practices, and submitting the appropriate documentation for cost share projects in a timely manner in accordance with the State contractual agreement.
- Conducts Implementation Verification site visits to determine and document status of BMP Implementation including any needed corrective actions under Rule 5M-1.
- Responsible for alerting the Project Manager when agricultural producers do not comply with State requirements or respond to multiple notification attempts.
- Refers agricultural producers to Mobile Irrigation Labs (MILS) for irrigation system evaluations or other partners for assistance, such as the UF-IFAS Soil Testing Lab.
- Coordinates with MSWCD Executive Administrator in the preparation of spreadsheets, meeting agendas, public hearings, and workshops for and on behalf of the MSWCD Board.
- Participates in public outreach and education in support of BMPs and natural resource conservation, coordinating with other agencies to provide local working groups and other outreach programs.

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- Responsible for establishing and maintaining official documents and records in appropriate files and following applicable records retention schedules and guidelines in accordance with County, State and Federal procedures and regulations.
- Ensures compliance, monitoring and reporting is done in a timely, efficient manner.
- Assists with public education initiatives and research in coordination with community organizations, meetings, local working groups and special events, i.e. 4-H, FFA, NRCS, UF-IFAS, etc.
- Receives, processes and responds to requests for information in a timely manner. Provides information within scope of knowledge or refers customers to appropriate individuals. Assist with citizens' issues for resolution.
- Must perform the deliverables as stated in the State contractual agreement, ensuring that the MSWCD Board, Project Manager(s) or Contract Manger(s) requests are implemented and followed.
- Represents the MSWCD Board in public and at staff functions and meetings.
- Submits written and oral reports to the MSWCD, FDACS, and other agencies.
- Manages calendar and schedules appointments, conferences and meetings for the most effective use of time, prioritizing to meet strict deadlines.
- Obtains records from producers for compliance and tracking purposes, and then, inputs data, and composes reports or documentation on producers' progress for compliance in FDACS and/or MSWCD programs.
- Be familiar with local, state and federal legislative issues regarding natural resources conservation.
- Communicates with producers, community groups, civic organizations, and related groups interested in natural resources conservation.
- Assists other agencies in field or site visits according to conservation plans, Basin Management Action Plan (BMAPs), and Best Management Practices (BMPs).
- Keeps the MSWCD Board apprised of any Statute or other changes that affect them.
- Attends trainings, conferences, meetings public hearings, festivals, and workshops as necessary or directed.
- Responsible for being a good steward of agency resources.
- Supports the organization's guiding principles and core values.

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- Responsible for submitting all, appropriate financial records, travel arrangements, and educational requests for reimbursement in a timely, efficient manner.
- Enrolls producers in MSWCD Farms of Environmental Distinction program.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule. Occasionally working evenings and weekends to accommodate business, such as outreach events and meetings.

SECONDARY FUNCTIONS

- Complies with any Memorandum of Understandings and Cooperative Agreements.
- Offers assistance to other agencies: Non-profit, Private, County, State and Federal.
- Performs additional assignments as directed by the MSWCD Board, Project Manager(s) or Contract Manager(s).

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service. Personal contact with other employees of the unit, other departments within the County, State Agencies, Federal Agencies, farm producers and stake-holders. Service is provided in person, by email and/or phone contact.

SUPERVISION

This position has no supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelor's Degree in Natural Resources, Agriculture or a related field with two years' experience in agriculture or natural resources; an equivalent combination of education and experience will substitute for the educational requirement. Computer and office skills are essential.

Licenses and Certifications

Must have a valid Florida driver's license.

Required Clearance

Must pass a background check, driver's license screening, and fingerprinting administered through FDACS.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret financial reports, technical procedures, legal documents, governmental regulations, and/or other complex documents.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from producers, elected officials, agencies, and/or the general public.
- Ability to make presentations on controversial or complex topics to top management, public groups, and/or boards.
- Ability to clearly communicate, especially regarding reports, contracts, and projects.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to compute rate, and percent and ability to draw graphs, maps, or present data.

Problem Solving Ability

- Ability to identify natural resource concerns and/or opportunities consistent with State priorities.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Can explain records and procedures to others.
- Studies work process to determine most effective methods for essential tasks.

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- Functions as an expert in matter of specialized code, rules, and policy analysis or complex technical problems.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Specialized Skills and Abilities

- Ability to conduct soil sampling, nutrient data review, data collection, analysis, implementation status determination, corrective measure determination, and progress tracking.
- Ability to analyze and interpret data using GIS.
- Ability to read and interpret maps, aerials, plats, and site plans.
- Must demonstrate knowledge in the field of natural resource conservation and best management practices and conveying the importance of participating in these efforts.
- Ability to work self-directed and make independent decisions.
- Requires knowledge of the field of assignment, sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption and without immediate and constant supervision.
- Ability to learn, interpret, and apply ordinances, statutes and resolutions.
- Strong working knowledge of computers and other office equipment.
- Strong organizational skills and ability to prioritize to meet established deadlines.
- Skill in the interpretation and application of business English, grammar, spelling, diction, style and punctuation.
- Ability to work independently and to carry out assignments to completion with minimum instructions, prioritize tasks, adhere to prescribed routines and practices, maintain records, meet multiple deadlines, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to work a flexible schedule.
- Ability to establish and maintain effective relationship with government agencies, stakeholders, and other interested parties.
- Ability to use software to develop presentations and distribution materials.

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- Ability to communicate tactfully and effectively with stake-holders, agencies, management, and elected officials.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to use a vehicle, tablet, computer, calculator, cell phone, camera, copy machine, printer, scanner, other general office equipment, small hand tools and respirator to complete tasks for this position. The employee may be required to use GPS or other instruments required in the field while assisting with or reporting to other agencies.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to talk, hear, see, sit, stand, walk, stoop, kneel, crouch, crawl, climb or balance, use hands to gesture, handle, or feel, reach with hands and arms, wear a respirator and lift up to 25 pounds and occasionally up to 50 pounds. Vision requirements are close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to high precarious places, fumes, or air borne particles, toxic or caustic chemicals; risk of electrical shock, explosive materials, and animals of various sizes, species, temperaments, and conditions of health and will be regularly exposed to moving mechanical parts and outdoor weather conditions. Must be able to perform extensive driving from one location to another. The noise level for this environment will be moderate, but occasionally may be exposed to vary loud noise while outdoors.

Established: 02/2021
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Job Description Number: 3204

Category: 3
Status: NE
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