

**MERCER COUNTY SOIL & WATER CONSERVATION DISTRICT  
POSITION DESCRIPTION**

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**Position Title:** H2Ohio Technician

**Reports To:** District Administrator

**Status:** Full-time

**Work Hours:** 7:30 a.m. – 4:00 p.m., scheduled 40 hours per week with flexibility

**Lunch:** ½ hour unpaid

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**JOB RESPONSIBILITIES:**

Under the general supervision of the District Administrator or District Technician, performs a variety of assigned duties such as promote and implement the H2Ohio program, verifying program applications, proficient in Microsoft Office and other duties as assigned.

**QUALIFICATIONS:**

1. This position requires knowledge of the principles and practices of natural resource conservation and education.
2. Ability to work independently or as part of a team.
3. Ability to communicate effectively in both oral and written form.
4. Ability to work in inclement weather and walk in farm fields including uneven terrain.
5. Familiarity with popular computer software (including, but not limited to, ArcGIS, Microsoft Office, and Google Docs) or willing to learn new applications.
6. A valid Ohio driver's license.
7. Takes initiative, is goal oriented, dependable and has strong motivation.
8. Enthusiasm for District programs.

**ESSENTIAL FUNCTIONS:**

1. Be familiar with soil and water conservation practices applied in the District. Answer questions and give information on the programs and services of the District.
2. Work closely with producers to implement and manage the H2Ohio Program in Mercer County.
3. Will be in charge of payments for H2Ohio practices and reporting of funds.
4. Develop Voluntary Nutrient Management Plans and Comprehensive Nutrient Management Plans.
5. Verifying program applications and ensure documentation is complete and accurate.
6. Assist in arranging and promoting annual meeting, tours, field days, workshops, meetings, and other District activities.

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7. Assists with the installation of conservation practices.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. May be required to attend meetings and events outside of normally scheduled work hours.
  2. Attend the monthly District Board meeting as instructed by the Board of Supervisors.
  3. Perform other duties as required by the District Administrator.
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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Mercer County Personnel Policy Manual and District Work Rules and Policy Manual.**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

**Date Revised:** December 29, 2022