

Mercer SWCD Job Description

H2Ohio Technician

Nature and Purpose of the Position:

This position shall be known as the H2Ohio Technician of the Mercer Soil and Water Conservation District (SWCD). The basic function of this position is to assist the Board of Supervisors in fulfilling their mission to protect and improve the soil, water resources, and natural habitats in Mercer County and enhance the quality of life for present and future generations.

The employee occupying this position is directly responsible to the Board of Supervisors and under the direct supervision of the District Administrator. The District Technician will provide the technical supervision for the H2Ohio Technician with the District program as stipulated by the Board. The employee will adhere to the Mercer SWCD personnel employment policy and will carry out responsibilities as assigned by the Supervisors. The Supervisors, ODA-DSWC, and NRCS will provide training for the position.

Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Promote and implement the H2Ohio program in Mercer County.
2. Proficient in Microsoft Office applications (Excel, Outlook, Word).
3. Assist with verifying program applications and ensure documentation is complete and accurate.
4. Ensure that all program activities and practices are properly tracked in Beehive.
5. Act as the point of contact for the ODA-DSWC for program rules and updates.
6. Complete semi-annual reporting on activities and accomplishments as required.
7. Become proficient in using surveying tools such as the Total Station Instrument, laser level, stadia board, GPS, etc.
8. Locate boundaries on aerial photographs of land, prepare land use maps, and use tools to measure field acreage.
9. Develop Voluntary Nutrient Management Plans and Comprehensive Nutrient Management Plans.
10. Explain the district's conservation program to the public and encourage landowners and operators to install conservation practices on their land.
11. Assist in arranging and promoting annual meeting, tours, field days, workshops, meetings, and other District activities.
12. Maintain accurate records and time reporting as required by the District, ODA-DSWC, OSWCC, and NRCS.
13. Work harmoniously with fellow employees, District Board of Supervisors, and partners in a continuing effort to achieve annual and long-range goals of the District.

- 14. Actively participate in staff meetings, trainings, audits, and safety practices.
- 15. Perform other duties as assigned.

All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe manner and will be of a nature to reflect favorably on the Mercer SWCD.

Scope and Effect of Work:

The employee makes changes in Nutrient Management Plans as needed. The employee makes surveys for and assists the land users in applying practices, which require the expenditure of considerable time and money on the part of the farmer. Mistakes or errors in judgment by the employee could result in a financial loss to the land user and also have a serious effect on the acceptance and adoption of conservation practices by other land users. Good judgment and people skills are necessary as the employee interacts with the public on behalf of the staff and Board Supervisors.

Personal Work Contracts:

The H2Ohio Technician works with individual land users assisting them in applying conservation practices on their land. He/she answers the telephone and meets one-on-one with producers providing requested information. The H2Ohio Technician assists the District in developing and maintaining good working relationships with the local, state, and federal partners and stakeholders.

Adopted by the Mercer Soil and Water Conservation District Board of Supervisors as recorded in the official minutes.

Mercer SWCD, Chairman

Date