

**ANOKA CONSERVATION DISTRICT POSITION DESCRIPTION**

**TITLE:** Seasonal Natural Resource Technician  
**CLASSIFICATION:** Seasonal  
**LOCATION:** Ham Lake, Anoka County, MN  
**STATUS:** Seasonal full time non-exempt  
**MINIMUM QUALIFICATIONS:** Related degree: BS/BA (may be met with related work experience)  
 Related work experience: None  
 Satisfactory driving record and criminal background check  
**DURATION:** July – November 2024 - at the leisure of ACD’s Board of Supervisors

**SEASONAL TECHNICIAN:**

Seasonal technical positions assist with the execution of projects and programs, but are not responsible for their development or making decisions regarding management. Seasonal technician positions vary from regular technician positions by virtue of the limited duration of employment reducing the expectation to develop mastery of programs and projects to eventually serve as a project lead. May involve any technical aspects of implementing ACD annual and comprehensive plans including: monitoring; inventory; analysis; planning; land protection; regulatory guidance; project site assessment, design, funding, and installation management; BMP inspection and evaluation; grant solicitation; and product development, sales and distribution.

**DESIRED APTITUDES:**

- Holistic situational analysis and innovative problem solving
- Analytical skills to synthesize and interpret data
- Capacity to attend to details while contributing to broad strategies
- Interpersonal skills to build diverse and lasting partnerships
- Tact, diplomacy, and professionalism to convey a positive public image
- Persistence, perseverance, and adaptability when confronted with difficult problems
- Possess strong oral and written communication skills in English
- Be a self-starter and deliver high quality work efficiently and on time
- Propensity to expand knowledge, skills, and abilities through on the job, professional, or self-guided training
- Be truthful, forthcoming, open, trustworthy, ethical
- Conscientiousness when spending public funds

**POSITION COMPETENCIES:**

Seasonal						
Communications/ Contacts	●	○	○	○	○	○
Complexity	●	●	○	○	○	○
Mental Demand	●	●	○	○	○	○
Physical Demand	●	●	●	●	○	○
Accountability and Consequence	●	●	○	○	○	○
Independent Action/ Initiative	●	●	○	○	○	○
Supervision	●	○	○	○	○	○
Expertise	●	●	○	○	○	○

**SEASONAL TECHNICIAN TASK TABLE:**

<b>Lead Class</b> - typical class to serve as lead show in (..): <u>M</u> anagerial, <u>A</u> dministrative, <u>E</u> ngagement, <u>E</u> ngineer, <u>P</u> rincipal, <u>S</u> pecialist, <u>T</u> echnician	<b>Role</b> ( <u>A</u> ssist, <u>L</u> ead, <u>M</u> entor)	<b>Appx. %</b>
<b>Other tasks:</b> This position description is not a comprehensive listing of duties to be performed by the employee. Employees will be required to perform other duties that further ACD objectives as requested by the District Manager, or by the Board in the case of the District Manager.		5
<b>Paid Leave:</b> This includes holidays, flexible time off, earned safe and sick time, extended medical benefit, compensatory time, and other paid leaves of absence.		5
<b>District Operations:</b> Support the overall function of ACD		9.5
<u>Routine tasks</u> – daily correspondence, time tracking and reporting	NA	3
<u>Staff development</u> – prepare and update individual development plans, engage in professional development, facilitate on-the-job training	A	2
<u>Grounds maintenance</u> – repair, maintain and improve ACD's office headquarters and leased space	A	3.5
<b>Monitor:</b> Collect and manage data regarding the physical, chemical, and biological characteristics of natural sources with specified frequency, location, parameters and protocols that must be adhered to as identified in contracts with local partners and plans of work. Work products are data sets.		14
<u>Equipment (T,S1)</u> – procure, fabricate, maintain, calibrate, and/or deploy equipment and tools required to complete monitoring	A	2
<u>Data collection (T,S1)</u> – obtain and record data points following protocols and established QA/QC	A	10
<u>Data processing and management (S1,S2)</u> – compile, organize, and process data to ensure data integrity, and facilitate analysis and reporting	A	2
<b>Technical Service:</b> Apply technical expertise to advance concepts to the point of project design and implementation individually and in collaboration with partners.		59
<u>Site reconnaissance (T,S1)</u> – collect and compile relevant site data to aid in site assessment and project design (e.g. structures, utilities, vegetation, soil, topography, and hydrology)	A	5
<u>Practice promotion (S1,S2)</u> – engage decision makers, funding partners and landowners to pursue targeted implementation of projects and activities identified in WRAPP/S, SRAs, and other plans and analyses	A	5
<u>Project installation (T,S1)</u> – execute field components of projects and program (e.g. invasive species treatment, revetment installation, plantings, erosion control, prescribed burn)	A	46
<u>BMP inspections (S1)</u> – post-construction and routine inspections to document conditions and provide maintenance guidance	A	3
<b>Products Sales and Equipment Rental:</b> Provide products and equipment useful for conservation practices for sale, rent and loan to generate revenue and to promote conservation practice implementation.		2.5
<u>Plant materials (A2,S1)</u> – manage seedling, plug and seed sales, inventory, order processing and distribution, including assisting customers with product selection	A	2.5

**WORK CONDITION STRESSORS:** To varying extents, depending on the tasks assigned to a particular position and the workload percentage of those tasks, there will be physical and mental stressors. Employing appropriate precautions, protocols, and equipment is critical to manage associated risks. Risks may include but are not limited to:

- Fatigue and strain related to extended periods using computers.
- Fatigue and strain related to long days in the field in harsh environmental conditions.
- Working on, in or near standing and flowing water.
- Traversing rough, steep and/or densely vegetated terrain.
- Utilization of gas and electric powered tools as well as hand tools.
- Handling and application of pesticides.
- Operation of motor vehicles.
- Operation of small outboard boat motors including large/small trailers.
- Exposure to disease vectors (e.g. Lyme and West Nile) and irritants (e.g. poison ivy and biting insects).
- Lifting over 45 pounds overhead and routinely carrying over 10 pounds.

**HOURS OF WORK:**

- This position requires work from 8:00am to 4:30pm Mon-Fri. Evening and weekend work is occasionally required.

**OTHER CONSIDERATIONS:**

- To perform this job successfully, incumbents must perform assigned tasks proficiently.
- Individuals who pose a risk to the health and safety of themselves or others may be excluded.