

ANOKA CONSERVATION DISTRICT POSITION DESCRIPTION

TITLE:	Natural Resource Technician
CLASSIFICATION:	Technician
LOCATION:	Ham Lake, Anoka County, MN
STATUS:	Regular full time non-exempt
MINIMUM QUALIFICATIONS:	Related degree: BS/BA Related work experience: 1 year (may be met with a graduate degree and/or exceptional collegiate academic rigor and performance) Satisfactory driving record and criminal background check
DURATION:	At the leisure of ACD's Board of Supervisors

TECHNICIAN:

Technician positions involve the execution of projects/programs, but are not responsible for their development or making decisions regarding management. Technicians do not assume full responsibility for project/program implementation and completion. Involves attending to all 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

COMPETENCIES:

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

WORKLOAD TASK TABLE:

The following Task Table describes work tasks or categories the position is anticipated to work on initially. During performance evaluations, Task Tables are updated to reflect actual workload. Deviations between actual workload and hiring position description tasks are common, and often stem from identifying a best-fit between employee's interests, knowledge, skills and abilities, and the changing needs and opportunities of ACD.

Task Lead Class - typical class to serve as lead in (...): <u>Managerial</u> , <u>Administrative</u> , <u>Engagement</u> , <u>Engineer</u> , <u>Principal</u> , <u>Specialist</u> , <u>Technician</u>	Technician Role (<u>Assist</u> , <u>Lead</u> , <u>Mentor</u>)	Technician Appx. %
Other tasks: 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
Paid Leave: This includes holidays, flexible time off, earned safe and sick time, extended medical benefit, compensatory time, and other paid leaves of absence.		13
District Operations: Support the overall function of ACD		12
<u>Routine tasks</u> – daily correspondence, time tracking and reporting	NA	4
<u>Staff development</u> – prepare and update individual development plans, engage in professional development, facilitate on-the-job training	A	6
Information, Outreach and Engagement: Develop and disseminate information about priority natural resource topics through targeted or mass distribution using appropriate media venues.		3
Monitor: 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.		22
<u>Equipment (T,S1)</u> – procure, fabricate, maintain, calibrate, and/or deploy equipment and tools required to complete monitoring	A	5
<u>Data collection (T,S1)</u> – obtain and record data points following protocols and established QA/QC	A	12
<u>Data processing and management (S1,S2)</u> – compile, organize, and process data to ensure data integrity, and facilitate analysis and reporting	A	5
Analyze: Synthesize and interpret monitoring, geospatial, and modeling data at varying scales to draw conclusions and inform management decisions to optimize natural resource quality, quantity and distribution in user-friendly formats.		8.5
<u>Site assessment (S1,S2)</u> – diagnose the root cause of problems on individual and small groupings of properties with a narrow scope of concerns to develop solutions	A	8.5
Technical Service: Apply technical expertise to advance concepts to the point of project design and implementation individually and in collaboration with partners.		36.5
<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)	L	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>Grant/project management (simple) (Et1,S1,S2)</u> – manage grant/project components including promotion, landowner coordination and agreements, solicit quotes, vouchers and payments, financial tracking, budgets, deliverable verification, reporting, and close out for projects with small or moderate budgets and simple or few elements (e.g. well sealing, SSTS fix up, Ag. incentive payments, video development, workshops)	A	5

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<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)	L	15
<u>Construction management (S1,S2)</u> – execute field components of construction management (e.g. pre-construction meetings; construction staking; verify and document safety, erosion and sediment control, materials and quantities, elevations, and dimensions; deficiency resolution; change orders; as-built surveys)	A	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 the associated risks. Risks include but are not limited to:

- Fatigue and strain related to extended periods using computers.
- 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.
- 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.
- Overnight travel may occur, but is uncommon.

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.

ORGANIZATIONAL STRUCTURE:

The Board of Supervisors is the employer. All employees of the District work to implement the programs and services designed to meet the goals and objectives as defined by the Board of Supervisors and set forth in long-term comprehensive and annual plans of work. All regular and limited-term positions provide monthly reports of activities to the Board of Supervisors.