



POSITION ANNOUNCEMENT

<u>POSITION TITLE:</u>	Resource Conservationist
<u>APPLICATION DEADLINE:</u>	Open until filled
<u>POSITION LOCATION:</u>	Koochiching Soil and Water Conservation District (SWCD), 501 3 rd Street, Suite 100 International Falls, MN 56649
<u>POSITION CLASSIFICATION:</u>	Full time with a mandatory six-month probationary period
<u>SALARY AND BENEFITS:</u>	\$23.04 per hour plus the following benefits: paid holidays, paid vacation and sick leave, Public Employees Retirement Association (PERA), life insurance, and monthly taxable fringe according to SWCD policies

MAIN RESPONSIBILITIES:

Under the general direction of the District Administrator, the Resource Conservationist will perform technical and professional functions in the areas of wetland management, beneficial reuse of wood ash, soil erosion, riparian buffers, and various natural resource management programs.

MINIMUM QUALIFICATIONS:

- A minimum four-year degree in Natural Resources or related field, or two-year degree with equivalent experience;
- Strong organizational, interpersonal, and communication skills, both verbally and in writing, with the ability to communicate technical information effectively with courtesy and tact;
- Skilled in using ArcGIS and Microsoft Office products and the ability to learn program specific software;
- Ability to work independently as well as collaboratively with fellow staff, landowners, contractors, and local, state, and federal partners;
- Be physically able and willing to work in various field conditions including rough terrain, insects, and all-season weather. Must be able to lift and move up to 50 lbs;
- Have basic knowledge of vehicle maintenance and a valid Minnesota driver's license.

DESIRABLE QUALIFICATIONS:

- Certified in Wetland Delineation, MPCA Type 4 Operator, and MN Erosion & Sedimentation Control
- Knowledge of design, survey, and construction of various conservation practices
- Knowledge of local geography, land practices, and natural resources

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provides technical support for the MN Wetland Conservation Act, Comprehensive Local Water Management Plan, and other locally adopted resource management plans;
- Manages the Beneficial Reuse of Wood Ash Program including permitting, GIS mapping, and landowner communications;

- Coordinates the State Cost-Share Program to assist landowners with erosion and sedimentation control or water quality improvement projects;
- Works with county departments to implement the MN Buffer Law and Koochiching County Buffer Ordinance;
- Coordinates the Annual Native Plant Program and assists with the Annual Tree Program;
- Serves as the backup water sampler for the Watershed Pollutant Load Monitoring Program (WPLMN) as needed;
- Assists in grant writing and provides relevant technical support on grant funded projects;
- Works cooperatively with local, state, and federal partners, boards and organizations in promoting various conservation programs and accomplishing related goals and objectives of established plans;
- Ensures program reporting requirements are met on time; maintains records with accuracy and detail;
- Assists with the development of various plans, workshops, press releases, and other related publications and presentations;
- Accepts other duties and responsibilities as assigned by the District Administrator.

APPLICATION PROCEDURES:

Applications may be submitted by email, mail, or in person. Please send a **cover letter, completed application, and resume with 3 references** to pam.tomevi@co.koochiching.mn.us or mail/hand deliver to **Pam Tomevi, 501 3rd St, Suite 100, International Falls, MN 56649.**

CONDITIONS OF ANNOUNCEMENT:

The Koochiching SWCD reserves the right to extend or make changes to the content of this position announcement without notification and may, at any time, withdraw the announcement.

The Koochiching SWCD is an Equal Opportunity Employer and all candidates will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, or other legally protected characteristics. Because our hiring decisions are based solely on merit, qualifications, and organizational needs, all qualified individuals are encouraged to apply.