



Winnebago County

The Wave of the Future

JOB POSTING

POSITION TITLE: Conservation Technician

LOCATION: Land and Water Conservation

HIRING RANGE: \$53,005 - \$58,995/Yr.

STATUS: Full time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:30 pm

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION *September 2017*

POSITION TITLE: Conservation Technician

DEPARTMENT: Land and Water Conservation

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Protect, preserve and enhance the natural resources of Winnebago County by educating landowners and planning, designing and installing best management practices on the landscape.

ESSENTIAL FUNCTIONS:

1. Provides planning, designing and construction supervision for soil and water conservation best management practices including: conducting on-site resource assessments, data collection within the area of concern using current methods and technologies; preparing detailed designs and requests for proposals according to approved technical standards and specifications; and scheduling and overseeing the layout and construction of conservation projects.
2. Implements Agricultural Performance Standards (APS) in order to achieve landowner compliance. Contacts priority landowners and conducts APS onsite reviews. Identifies

needs to achieve APS compliance, communicates with landowners in accordance with the County APS implementation policy, and ensures all aspects of implementation are properly installed and recorded on the APS compliance tracking system. Prepares and provides APS information and education materials to the general public, local organizations, town government, and state and federal agencies.

3. Enforces the Livestock Waste Management Ordinance (LWMO). Issues LWMO permits as needed, collects the appropriate fee in accordance with the LWMO permit fee schedule, conducts LWMO reviews as needed, identifies LWMO violations or concerns, and works with landowners to achieve compliance. Prepares and provides LWMO information and education materials to the general public, local organizations, town government, and state and federal agencies.

ADDITIONAL ESSENTIAL DUTIES:

1. Conducts on-site assessments and provide technical assistance for surface water and ground water resource concerns with landowners, town government and other county constituents and departments.
2. Contacts and works with landowners to install best management practices to achieve compliance with the APS, LWMO, and local, state and federal regulations.
3. Performs topographic surveys as required.
4. Prepares detailed project designs and cost estimates for contractor Request for Proposals (RFP) and land owner cost-share agreements.
5. Schedules and oversee the layout and construction phases of projects.
6. Completes all applicable record keeping and project financial / reimbursement documentation.
7. Continually reviews the LWMO to ensure it is current and meeting the objectives for which it was created and reviews the LWMO permitting process to increase efficiency within the department.
8. Conducts training sessions and informational meetings, and prepares departmental displays.
9. Represents the department at various work related functions and meetings and on select committees, technical groups, and multi-agency teams.
10. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to the Director of Land and Water Conservation.
2. Works with department staff, general public, other county employees, town government, and state and federal agencies.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Associates' Degree or higher from an accredited institution of higher learning in Natural Resource Management, Agronomy, Soil Science or a related field of study.
2. A minimum of three years experience in the planning, design, layout and construction supervision of best management practices.
3. Current valid Wisconsin driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Possess and maintain an engineering job approval or certification rating which allows for certain design limit approval by the NRCS area engineer.
2. Thorough knowledge of and ability to apply engineering design methods including current DNR and NRCS standards and specifications for all types of nonpoint source pollution abatement practices.

3. Ability to establish and maintain effective working relationships with landowners, the general public and agency staff.
4. Knowledge of various types of rural and urban land use/management activities normally found in northeast Wisconsin.
5. Knowledge and experience in topographic surveying including the use of all current surveying equipment and technology.
6. Strong written and verbal communication skills including listening skills.
7. Working knowledge of Microsoft Office applications, ArcGIS and AutoCAD.
8. Ability to interpret aerial photography, soils maps and topographic maps.
9. Access to a motor vehicle and commitment to meet and maintain the County's automobile insurance requirements.

PHYSICAL REQUIREMENTS:

1. Ability to perform work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting and use standard office equipment including telephone, computer, printer, photocopier, and scanner.
3. Ability to travel to other County departments and locations.
4. Ability to stand for long periods of time and to walk long distances on uneven terrain while carrying survey and other equipment.
5. Ability to lift and carry objects or supplies weighing up to 50 pounds short distances.