

Cass County Soil Conservation District Conservation Technician

Description of Work: Soil conservation technicians apply knowledge of soil conservation methods, techniques, practices, and agricultural land use. This position will be working with district and NRCS (Natural Resources Conservation Service) staff. The position will require training or certifications to fulfill the job. They perform work such as the following:

1. Assist with District Tree Planting and Maintenance programs, including operating tractors, trucks, trailers, ATV, cultivator, and other equipment.
2. Will need to mark and layout tree planting sites. (Training is available through the District).
3. Ability to use computer programs including: Microsoft Word, Excel spreadsheets, GIS/Arc View, and Outlook. The district is currently using XP operating system.
4. The job requires skills in organization and time management.

Basic Requirements:

1. Applicants should have had basic experience and/or education with general farm operations, equipment, and terminology which will allow development of skill in laying out conservation practices, gathering farm resource data, and dealing with farmers, ranchers, and rural home owners.
2. Education in Natural Resources or related fields of work would be beneficial of the applicant of this position.
3. Other requirements include:
 - Computer Programs: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint, and ArcGIS programs necessary to perform the job outlined (software used in the district office.)
 - Must pass background check to qualify for employment and to use federal computer system.
 - Must have good verbal and written skills. Have good communications skills and interpersonal skills.
 - Ability to meet with, and maintain friendly relations with farmers, ranchers and other members of the rural and urban communities
 - Must have good organizational skills and be able to work both independently and/or under supervision.
 - Must have a valid drivers license
 - United States citizen or legal alien authorized to work in the United States.
 - The physical ability to lift 75 pounds, and the strength and endurance to walk long distances in rough terrain.
 - Basic understanding of conservation and farming practices.
 - The ability to read and understand maps (Aerial photos, topography, county and state road maps).
 - Need to be able to attend occasional out of town (overnight) training and meetings.
4. The individual will be responsible for:
 - Tree planting tractor driver
 - Tree plan staking
 - Site Preparation / cultivation, disking
 - Weed control
 - Application of Plantskydd
 - Fall chemical Application (Casoron)
 - Drain maintenance program,
 - Federal farm programs,
 - Education programs (giving presentations to youth and adults, assisting at farm shows, etc...),
 - Developing planting designs
 - Carbon Sequestration Verification
 - Technical Assistance Grant duties (computer skills required for GIS/Arc View/ Tool Kit)
 - File and Record maintenance (District & NRCS)
 - Writing articles for Newsletters and Annual Report

District Technician
Compensation and Benefits

SALARY

- The beginning District Technician position salary will range from \$12.00 to \$14.00 per hour. Wages will be dependent upon experience and education. A degree in Natural Resources or equivalent preferred, but comparable experience is also a consideration. Experience operating tractors and farm equipment a plus!
- The Cass County SCD pays bi-weekly and pay days are bi-weekly on Monday
- Mileage reimbursement of 45¢ a mile if personal vehicle is used for business activities
- Performance evaluation will be conducted in three months, at which time salary negotiations can be entered into.

WORKING HOURS

- Office hours are Monday through Friday 8:00 AM to 4:30PM
- There are 2 paid 15 minute breaks, with one taken in the morning, and one in the afternoon
- There is 1 unpaid 30 minute break usually taken between 12:00PM-1:00PM
- Overtime may be paid during tree planting season.

A normal work week is 40 hours. Due to the nature of this position, the employee could possibly work over 8 hours per day, this would be used as credit leave which can only build to 24 hours and would be lost after that.

BENEFITS

Annual Leave

- Leave is accrued through the following schedule:

0-3 Years 4hrs/pay period 13 days / year

3-15 Years 6 hrs/pay period 19.5 days / year

After 15 calendar years 8 hrs/pay period 26 days / year

There is a cap of 240 hours.

- Accrued annual leave will be paid, based on current salary to eligible employees at time of termination, retirement, or death.

Sick Leave

Leave is accrued at a rate of 4 hours per pay period, or 104 hours per year.

- There is a cap of 240 hours on sick leave, however once the limit is reached, employees will be eligible to trade any accrued sick leave above the 240 hours at a rate of 24 hours of sick leave for 8 hours of additional annual leave.
- Accrued sick leave will not be paid to eligible employees at termination, retirement, or death.
- Minimum amount of sick leave that can be taken is .25 hours.

Bereavement Leave

Paid time off will be granted due to the death of an immediate family member.

- Up to three days of paid bereavement leave for a funeral within 300 mile radius
- Up to five days for a funeral beyond a 300 mile radius

Hazardous Weather

- Follow NRCS Guidelines

Administrative Leave (Holidays)

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day
- If legal holiday falls on a Sunday, Monday is the holiday. If a legal holiday falls on a Saturday, Friday is the holiday.

Health Insurance and Retirement Plans

- Eligible employees receive Medical and Health benefits package where the district will pay 2/3 of cost of health or medical insurance.
- Eligible employees can participate in NDPERS Retirement program. District will pay 2/3 of cost.

Overtime

- Overtime is 1.5 times base salary for all hours over 40 in a one week period.
- Compensatory time can be taken in lieu of overtime, but it is not mandatory.
- Overtime must have prior approval by the Cass County SCD Board.

Professional Club Membership

The Cass County SCD encourages all employees of the district to be aware of the professional organization memberships that are available. All membership dues are paid strictly by the employee.

- North Dakota Conservation District Employees Association
- National Association Conservation District Employees Association
- Northern Plains Regional Association of Conservation District Employees

Dress, Work Attire

Employees should dress appropriately for each setting they are working in. Weather considerations should be taken into account when dressing for work.