

UPPER ELKHORN NRD JOB DESCRIPTION
FOR
NATURAL RESOURCES TECHNICIAN

SUPERVISOR:

- The position is an employee of the Upper Elkhorn Natural Resources District and is responsible to and under the primary supervision of the Water Resources Manager. In addition, other duties may be assigned at the discretion of the General Manager or UENRD Board of Directors. This position will work with all cooperating agencies, organizations, associations and general public in carrying out the functions of the NRD.
- Responsibilities of this position include, but are not limited to the following:
 - ✓ To work with the general public on a day-to-day basis in the field, relating to District programs and activities to them. Supervise part-time employees in the field, carrying out designated programs and projects.

EMPLOYMENT STATUS

- A full time or regular part time position working at the Natural Resources District office in O'Neill. Normal working hours will be from 8 AM to 4:30 PM Monday through Friday with a half hour period for lunch. Adjustments in working hours may be allowed, however normal weekly work time is forty (40) hours. However, during tree promotion, tree planting and ground water monitoring more hours may be required.

POSITION LOCATION:

- Upper Elkhorn NRD office at 301 North Harrison O'Neill, Nebraska.

SALARY:

- Salary or hourly wage will be set on per year basis by the District's Board of Directors. Salary adjustments will be made on a periodic basis at the discretion of the board, usually near the beginning of the NRD's fiscal year (July 1).
- Salaries are paid at the end of each month.

BENEFITS:

- The Natural Resource Technician is eligible for all benefits allowed full or regular part-time employees. Overtime, Annual Leave, Sick Leave, Holidays, and other benefits will be granted in accordance with the District's personnel policy.

SPECIFIC DUTIES:

1. Serve as a liaison between the general public and General Manager.
2. Work to develop an overall knowledge of all the District's Programs.
3. Responsibilities as Natural Resource Technician for soil, water monitoring and chemigation:
 - Obtain and hold appropriate certificates and follow appropriate water & soil sampling protocols.
 - Collect and process soil sampling, ground water, and surface water samples according to District's approved protocol.

- Become familiar and knowledgeable with Nebraska Department of Environment and Energy and District's Policies related to Chemigation Program. Be lead technician for the District Chemigation Program.
4. Oversee the District Conservation Tree Program and work closely with NRCS and Nebraska Forest Service which includes:
 - Promote and be representative for NRD conservation tree program.
 - Knowledgeable of tree species, suitability of tree species, proper planting practices, maintenance, pests and diseases.
 - Being knowledgeable on cost share rates and guidelines relating to conservation tree programs. (Federal, State & Local).
 - Meet with the cooperators on a one-to-one basis designing windbreaks for various uses.
 - Being able to lift 50-75 pounds repetitively for pickup and delivery of conservation trees, conservation mulch and poison barley.
 - Foreman of Tree and Weed Barrier Crews.
 - Will be in charge of ordering trees and conservation mulch for upcoming season. Including but not limited to setting.....
 1. Cost of trees, tree planting and conservation mulch practices.
 - Make end of year reports which will include:
 1. Tree survival by species.
 2. Total number of trees/conservation mulch ordered and sold. (By county and district wide.)
 3. Total number of hand plants vs. machine plants (By county and district wide).
 4. Districts total cost of tree planting and conservation mulch installation.
 5. Wildlife Habitat Responsibilities - Buffer Strip Program, Corners for Wildlife Program and others:
 - Sign-up and work with producers and work closely with appropriate agencies to enhance local, state and federal programs
 - Do field inspections of habitat areas for new and existing areas for compliance and make final report.
 - Be knowledgeable of available funding for possible new contracts.
 - Design maps of wildlife habitat areas within the UENRD as it pertains to these programs.
 6. Assumes any other duties, as assigned by the District Manager and/or the Board of Directors in a timely and satisfactory manner.

GENERAL RESPONSIBILITIES:

1. Oversee and assist in buildings, equipment and ground maintenance Responsibilities:
 - Conduct routine inspections on district owned property and equipment and assist in maintaining grounds, buildings and equipment in proper working order and report to General Manager.
 - Assist in maintaining inventory of district equipment.
 - Assist in snow removal as needed.

ELIGIBILITY REQUIREMENTS:

- Education/Experience: A college degree or training in soils, water, agri-business, or Forestry or Natural Resources would be beneficial. It is beneficial but not necessary to have at least two years of satisfactory employment with an agency, consulting firm, or organization related to their field. An agricultural or ranch related background would also be beneficial. Knowledge of Microsoft Office, ArcGIS and operating/maintaining equipment is helpful.
- Licenses:
 - ◆ Will be required to have a valid driver's license.
 - ◆ Obtain these licenses or certificates after employment:
 - a. Water Well Monitoring Technician/Natural Resources Groundwater Technician
 - b. Chemigation Applicator
 - c. Pesticide Private Applicator
 - ◆ Must be able to be bondable for insurance purposes.

DESIRABLE CHARACTERISTICS:

- Individual skills and characteristics to be considered should include but not be limited to:
 - a. Ability to communicate, meet and work with general public.
 - b. Desire to bring about actual accomplishments as quickly as possible.
 - c. Enthusiasm and desire to continually improve in all areas of the job.
 - d. Sufficient leadership and management skills to direct full or part-time field staff and perform duties required of this position.
- The Upper Elkhorn NRD is an Equal Opportunity Employer

(Natural Resources Technician)