



TITLE: Conservation Technician

LOCATION: Highlands Soil & Water Conservation District, 4505 George Blvd., Sebring, FL 33870

REPORTS TO: Executive Director for Highlands Soil & Water Conservation District

SALARY: Based on Education and Work Experience

BENEFITS: Group Insurance Plan – Health, Dental, Life, Disability, Vision
Florida Retirement System
Paid Leave
Cell Phone
Vehicle provided for all job duties

Position Purpose & Objectives:

This is a technically oriented position which will operate in a team environment with field personnel from the Florida Department of Agriculture and Consumer Services (FDACS)-Office of Ag Water Policy (OAWP). A multi-county position based in Sebring, Florida and covering the Northern Everglades and Estuaries Protection Plan area that promotes Best Management Practice (BMP) programs to agricultural producers.

Essential Job Functions:

Make contacts with agricultural producers of varying commodities. Enrollment of agricultural producers into the FDACS-OAWP Best Management Practices program (BMP). Conduct BMP implementation verification site visits per Rule 5M-1 with agricultural producers and/or landowners. Provide cost-share and technical assistance to agricultural producers for implementation of the BMP program. Participate in public outreach and education in support of the BMP programs. Participate in staff training and workshops within the region and state. Perform other job-related tasks as needed or assigned. In carrying out the duties of this position the employee is expected at all times to be aware of and abide by the procedures and policies of the District.

NOTE: Successful applicant must pass a background screening, including fingerprinting, as a condition of employment with the District.

Knowledge, Skills & Abilities:

- Knowledge of FDACS-OAWP programs and functions
- Knowledge of the Highlands Soil and Water Conservation District (HSWCD) procedures and functions
- Knowledge of data collection and analysis principles
- Ability to read and interpret a variety of maps, plans, aerial photographs, best management practice manuals and the policies of the FDACS-OAWP programs
- Ability to prepare technical reports
- Well-versed skills in the use of computer and/or tablet with basic ability to use Word, Excel, mapping of properties and office equipment
- Ability to deal with the public in a tactful, professional and courteous manner.
- Ability to communicate effectively
- Ability to plan, organize, coordinate and complete assignments in a timely manner, often times with deadline dates

Physical Abilities:

- Ability to communicate orally, hear telephone, callers' voices and others
- Use of near vision
- Ability to sit at work station for continuous periods of up to four hours
- Ability to stand and walk including over soft or uneven outdoor surfaces, for periods of up to four hours
- Ability to operate a motor vehicle for up to four hours continuously. Ability to work in the field in the Florida climate
- Ability to lift up to 20lbs.

Working Conditions:

Indoor work in an office and outdoor field environment. Travel required. Minimal overnight.

Minimum Qualifications:

A Bachelor's Degree from an accredited college or university with a focus on agriculture, environmental science and/or natural resources preferred. Graduation from an accredited high school or possession of an acceptable equivalency diploma is required. In certain situations equivalent work experience may be substituted. Requires possession of a valid Florida Driver License.

Success Factors:

The individual filling this position should be detail-oriented, assertive, organized, with ability to be self-directed with exemplary time management skills. This person should also enjoy interaction with the general public and have a sincere interest for agriculture and natural resources.

I have read and understand this position description. I further understand that this position is based on contract funding availability.

Name: _____ Date: _____