



**Sauk River Watershed District**

524 4<sup>th</sup> Street South  
Sauk Centre MN 56378  
Phone: (320)-352-2231  
Fax: (320)-352-6455  
Web: [www.srwdmn.org](http://www.srwdmn.org)

The Sauk River Watershed District is currently seeking applications for the position of Environmental Technician.

Classification: Permanent, Full-time  
Salary Range: \$36,800 - \$55,200, based on qualifications and experience  
Location: Sauk Centre, Minnesota  
Benefits: Medical, PERA, Vacation and Sick Leave and Paid Holidays  
Close Date: 4:30 p.m., March 23, 2018

**General Description**

Aid in the implementation of best management practices (BMPs) by consulting with landowners and project partners, such as county land and resource management departments and/or county soil and water conservation districts. Inspect existing BMPs for continued effectiveness and compliance with fiduciary responsibilities. Assist in water quality monitoring and water flow collection. Assist in conducting educational programs within the District. Perform inspections of permitted activities, including initial site assessments, progress reports and post construction. Investigate non-permitted activities. Enter data for all District-related programs.

**Minimum Qualifications**

Bachelor's Degree in environmental studies, biology, ecology, or related field is required. One or two years of professional experience in an environmental/ecology field or a related area is preferred. Experience in a technical capacity working in a water quality, field monitoring or other natural resources effort preferred. Must be familiar with a variety of field concepts, practices and procedures. Must have strong organizational and time management skills and the ability to work independently. Familiarity with GIS technologies is preferred.

**How to Apply**

Interested candidates should send a letter of interest and resume to: Scott Henderson, District Administrator, Sauk River Watershed District, 524 4<sup>th</sup> Street South, Sauk Centre, MN 56378 or via email to: [srwd@srwdmn.org](mailto:srwd@srwdmn.org). Full job description is available online at [www.srwdmn.org](http://www.srwdmn.org) or by emailing [srwd@srwdmn.org](mailto:srwd@srwdmn.org).

Interviews will be conducted the week of April 2, 2018.

**SAUK RIVER WATERSHED DISTRICT  
POSITION DESCRIPTION**

**JOB CLASSIFICATION:** Technical Specialist 1

**POSITION TITLE:** Environmental Technician

**REPORTS TO:** District Administrator

**POSITION OBJECTIVE:**

Responsible for assisting in the implementation and coordination of environmental programs and practices that deal with natural resource planning and protection and a variety of activities that enhance water quality. Assist in coordination of educational programs within the District. Collaborate with state, federal, and local agencies to implement water quality enhancement projects. Conduct pre-planning, and problem evaluation of specific sites and make recommendations to landowners on implementation projects to address issues affecting water quality. Implement the actual practices needed to address the Sauk River Watershed Districts Overall Plan and Impaired Waters Strategy.

**MAJOR/ESSENTIAL FUNCTIONS: Environmental Technician will:**

1. Execute projects in a successful manner. Coordinate multiple landowner best management practice (BMP) projects by consulting with landowners regarding proposed project and assist in executing project payments. Work with local SWCD and NRCS offices regarding other projects and programs associated with the best management practices conducted. Track project activities as needed. Assist in writing required progress reports and final project reports as needed. Coordinate volunteers and staff to conduct implementation of projects on site as needed. Coordinate materials and contractors as applicable for projects.
2. Assist in collection of water quality sampling and macroinvertebrate monitoring data. Conduct field research, data collection, inventory, analyses, and field reports as applicable to projects.
3. Assist in conducting education programs and activities to meet the yearly and Overall Plan goals of the District. Responsible for assisting with the development and the distribution of press releases and other public relations materials as applicable. Assist with the development of brochures and other materials as needed to implement the goals and programs of the District. Assist the Public Outreach Coordinator with educational activities.
4. Perform inspections of permitted activities, including but not limited to: initial site assessments, progress reports and final inspections. Provide assistance and guidance related to permit application process. Investigate non-permitted activities and initiate permitting process.
5. Perform other related duties and responsibilities as assigned by the Administrator or that are being assigned as described within this position description.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree in environmental studies, biology, ecology, or related field. A minimum to 1 year of experience in the environmental/ecology field or a related area. Prior experience in a technical capacity working in a water quality, field monitoring or other natural resources effort preferred. Must be familiar with a variety of field concepts, practices and procedures.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to conduct routine reporting to staff leads and to the Board of Managers as applicable via a monthly report.
2. Ability to coordinate all efforts with the District Administrator.
3. Ability to establish and maintain effective working relationships, work independently and in team settings.
4. Ability to communicate effectively in all situations with the public.
5. Excellent written and verbal communication skills.
6. Strong organizational and time management skills.
7. Technical writing ability for reporting functions.
8. Technical knowledge of practices that can be implemented and that are applicable in improving the water quality within the watershed.
9. Ability to install protocols of varied BMPs.
10. Ability to attend regularly scheduled meeting, workshops and conferences.
11. Ability to construct a positive time management schedule through the day either in the field or within the office.
12. Knowledge and efficiency with appropriate technical and office software programs.
13. Knowledge of and ability to follow all prescribed safety procedures for completion of field work and inspections.
14. Ability to successfully plan, organize and complete projects of a technical nature.
15. Knowledge of federal, state and local environmental regulations specific to water quality.
16. Knowledge of data analysis protocol and procedures.
17. Knowledge of program management techniques.

#### **SUPERVISORY RESPONSIBILITIES:**

None, unless otherwise assigned.

#### **RESPONSIBILITY FOR PUBLIC CONTACT**

This position requires a high level of public contact requiring tact, courtesy and good judgment.

#### **PHYSICAL AND MENTAL DEMANDS**

Site visits may occasionally involve varied terrain and temperatures. Position involves the occasional lifting up to 70lbs. Position requires extended periods of standing and walking, both in and out of water. Position involves working in unexpected and unpredicted weather conditions that impact the physical effort required. Position requires adapting and adjusting to rapidly changing situations. Position requires representing the decisions, actions, and best interests of the District in a variety of demanding circumstances. Position requires planning and prioritizing on limited funding within a short timeframe. Position requires setting work priorities and organizing work while remaining flexible and patient. Position requires multi-tasking in a fast paced, high stress environment.

## **WORKING CONDITIONS**

Normal shift, eight hour days, 5 days a week. Position involves work performed under normal office conditions. Position requires frequent outdoor work in settings with varied terrains and conditions and exposure to the elements. Position requires regular travel to sites within the watershed district. Position includes regular exposure to temperature extremes, dirt and dust.

*This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

## **BOARD OF MANAGERS APPROVAL**

---

President, Board of Managers

---

Date