



**NORTH ST. LOUIS SOIL & WATER CONSERVATION
DISTRICT
VIRGINIA, MINNESOTA
RESOURCE CONSERVATIONIST JOB POSTING**

The RESOURCE CONSERVATIONIST implements state and local conservation programs for landowners in accordance with policies. The position provides technical assistance to landowners; conducts appropriate field work; completes inventory and mapping; gathers, submits, and records samples; tracks and monitors all projects; and assists with community outreach and educational efforts as necessary. The Resource Conservationist may work at the Virginia, Minnesota office and remotely. Working hours will occasionally include evenings and weekends.

DUTIES AND RESPONSIBILITIES:

1. Implements state and local programs such as cost-share, buffer law, soil health, climate change, etc.
 - a. Conducts surveys and site visits for design, construction and ongoing maintenance.
 - b. Designs and reviews practices and plans according to job approval authority level.
 - c. Works with landowner and engineer to develop projects.
 - d. Brings complete cost-share applications and contract amendments to the Board for approval.
 - e. Responsible to solicit enough projects that all funds are expended.
 - f. Documents project installation and completion, prepares and recommends voucher for payment. Completes pollution reduction estimates.
 - g. Conducts follow up inspections for life of project.
2. Provides technical assistance to public and private land occupiers.
3. Gathers, submits and records samples in accordance with funding source requirements.
4. Conducts natural resources inventory and mapping.
5. Assists with community outreach and educational efforts such as field days, booths, tree sales, speaking engagements.
6. Tracks - projects for monitoring, maintenance and reporting purposes.
7. Maintains field and technical equipment in working order.
8. Attends trainings to enhance skills and obtain/retain job approval authority.
9. Advises the Conservation Manager of problems, situations, violations, infractions, etc. in regard to current projects or other issues that may impact the District.
10. Assists in preparing a variety of reports, grants applications and fulfilling reporting requirements
11. Other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

1. Ability to work with land occupiers and implement state and local programs.
2. Ability to work outside in all weather, on rough terrain, with biting insects.
3. Ability to lift up to 50 pounds on a regular basis; occasionally may need to lift more than 50 pounds. Ability to load/unload/operate a boat. Ability to back-up trailers.
4. Ability to pass criminal background checks.
5. Ability to comply with federal drug-free workplace requirements

6. Maintains valid Driver's License with clean driving record or has ability to get to various locations with reliable transportation.
7. Completes record keeping and reporting, accurately and timely. Documents time in 15-minute increments by funding sources.
8. Works with little direction, handles multiple projects and maintains a high level of efficiency.
9. Develops and maintains professional relationships with landowners, partner agencies and funding sources.
10. Notifies supervisor promptly of any issues, mistakes, or concerns.

MINIMUM QUALIFICATIONS

- Bachelor's degree in natural resources field or equivalent education/experience
- Computer skills that include Microsoft Office suite of programs
- Strong written and oral communication skills

DESIRED QUALIFICATIONS

- Has, or obtains, and maintains Job Approval Authority for relevant practices through USDA Natural Resources Conservation Service/MN Board of Water & Soil Resources

SUPERVISION

This position is directly supervised by the Conservation Manager. Performance of each duty and assigned responsibility will be evaluated at six months, one year, and annually thereafter by the Conservation Manager.

OVERTIME STATUS

This position is classified as a non-exempt employee and as a result is eligible to earn overtime.

HOURS, WAGE & BENEFITS:

Anticipated starting wage is \$25.50 per hour. Current benefits include: a \$1200 monthly cash stipend which can be used to 1) purchase health/dental/life insurances, 2) contribute to a medical savings account or 3) taken as taxable income; Section 125 Cafeteria plan; 401(a) tax-deferred retirement through Public Employees Retirement Association (PERA) with employer match; voluntary deferred compensation plan (457(b)); paid holidays, paid time off (PTO), Work from the office and at home. Extremely flexible scheduling.

VETERANS PREFERENCE POINTS:

The SWCD gives veterans preference points to eligible applicants during the screening process. Please include a copy of your DD214 if you are applying for Veteran's preference points.

E-mail RESUME, COVER LETTER & DD214, if applicable, to:

Miranda Frenning, Accounting & Human Resources Specialist

North St. Louis Soil & Water Conservation District

miranda@nslswcd.org

Please title the subject as: Resource Conservationist

ANTICIPATED TIMELINE:

Apply By – July 21, 2024, at 11:59PM CST

Interviews – July 30, 2024

Start date – As soon as mutually agreed

DATA PRIVACY:

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address, telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.

All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, national origin, sex, marital status, familial status, age, sexual orientation, status with regard to public assistance, disability, genetic information, veteran status or activity in a local Human Rights Commission or any other characteristic protected by law. North St. Louis Soil & Water Conservation District is an equal opportunity and veteran friendly employer. In compliance with the Americans with Disabilities Act, the SWCD may provide reasonable accommodations to qualified individuals with disabilities during the application and selection process and upon employment.

You are not legally required to provide any of the private data listed above. SWCD employees and board supervisors involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule, or court order.