



## POSITION DESCRIPTION- SHORELINE TECHNICIAN

TITLE Shoreline Technician

INTRODUCTION To complete technical conservation work independently and manage site visit programs, past projects, and grant funds and programs.

### DUTIES & RESPONSIBILITIES

1. Work with partners and landowners to complete shoreline buffers, rain gardens, native plants, and prairie plantings (following NRCS practice standards).
2. Obtain and maintain job approval authority for critical area planting, conservation cover, tree planting, shoreline protection, and stormwater runoff control.
3. Administer the site visit program.
4. Manage past projects' inspection and maintenance needs.
5. Oversee daily operations of Watershed Based Implementation funds in specific watersheds.
6. Grant reporting and grant management.
7. Write grants for the SWCD to meet the organization's mission.
8. Prepare and present conservation programs to public and community groups.
9. Physical ability to complete fieldwork and lifting will be required.
10. Utilize GIS to complete natural resource mapping and inventory.
11. Target and prioritize future projects.
12. May be required to work outside regular business hours occasionally.

All other duties that may be required as needed or apparent. All obligations and actions taken on official duty will be performed safely and reflect favorably on the Crow Wing Soil and Water Conservation District.

SUPERVISION: This position is under the daily management of the District Technician Agriculture.

PERFORMANCE INDICATORS Completing tasks according to the position descriptions, work plan, and employee expectations, a measurable improvement on employee's professional goals, displaying commitment to the SWCD, and finding ways to contribute creatively and positively to district objectives.

PERFORMANCE REVIEW Your performance of each duty in this position will be evaluated against the position requirements. An annual performance review will be completed by the District Tech II Agriculture. and discussed with you. Your performance rating is an overall evaluation of your performance in the District Tech Agriculture judgment. The position will require specific certifications to complete the work required above. There will be a 90-day probation period for this position. Job descriptions will be evaluated during the performance review.

*Vision: Clean water, productive lands, and vibrant communities.*

*Mission: Fostering healthy lands and clean water through voluntary conservation.*

*Values: Stewardship, Support, Integrity, Leadership, and Partnerships.*