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## District Technician Position Description

This position is that of a district technician which will provide technical assistance for the Pierce County Soil Conservation District.

### Duties and Responsibilities:

1. Promote conservation practices through cooperator contact and follow-up.
2. Be knowledgeable of conservation program guidelines and practice specifications.
3. Maintain a cooperative relationship with all natural resource agencies operating within the district.
4. Identify sources and recommend action for the district board to secure the needed personnel for district operations.
5. Prepare and present conservation programs to schools, groups, and agencies.
6. Assist with report writing.
7. Attend all board meetings.
8. Participate in developing districts annual and long-range plan of work, as well as annual budget.
9. Report to board monthly on activities and accomplishments.
10. Assemble all regular and special meeting minutes.
11. Prepare agenda for board meetings and send to board members prior to meeting.
12. Supervise the tree planting crew to make sure tree stock is handled properly, trees are planted and weed barrier is laid according to plan, and safety measures are strictly followed.
13. Maintain district equipment, property, and buildings.
14. Maintain vehicle and equipment logs of fuel usage, service intervals, and repairs.
15. Prepare district newsletter and news releases of district activities.
16. Receive and route mail.
17. Attend training sessions when approved by the district board.
18. Assist NRCS personnel assigned to the district.
19. Serve as receptionist to the district and NRCS office.
20. Maintain a friendly, cooperative working atmosphere with farmers, ranchers, and other members of the community, as well as with NRCS personnel.
21. Perform other duties as assigned.

2

**Supervision:**

This position is the direct responsibility of the board of supervisors, however, the NRCS District Conservationist is responsible for directing the day to day duties of this position.