

# Fairfield Soil & Water Conservation District

## *Position Description*

An Equal Opportunity Employer

**Position Title:** Engineering Technician  
**For:**  
**Reports to:** District Manager  
**Employment Status:** Full-time

### Essential Functions

- Surveys, designs, layouts, inspects, and performs as-builts according to NRCS National Conservation Planning and Procedures Handbook, NRCS Standards and Specifications, and other related handbooks.
- Assists in all phases of administering the State Pollution Abatement Program, the Environmental Quality Incentives Program (EQIP) and the Conservation Reserve Program (CRP).
- Develops a thorough understanding of the Engineering Field manual, the Agricultural Waste Management Field Handbook, Extension 604 bulletin, and relevant Midwest Plan Service handbooks.
- Utilizes computer-aided drafting, engineering software, and modern surveying techniques to produce quality documents in an efficient manner. This may require courses offered by consultants, colleges, or universities.

### Other Duties and Responsibilities

- Develops a basic skill level for utilizing GIS technology.
- Work toward obtaining NRCS job approval authority and increase approval level once obtained as needed through TDP training and proven infield competency.
- Provides ideas, suggestions, and actively participates in developing the District newsletter, articles to the newspaper, and creating topics for radio shows.
- Assists other engineering staff in updating and reporting technical workload on a quarterly basis and creating monthly engineering board report.
- Participates in maintaining and developing demonstration projects sponsored by the Fairfield SWCD.
- Coordinates utility locations with OUPS and with utility company representatives.
- Assists education specialist occasionally with technical presentations, science fair and 4-H judging.
- Plans various tours and workshops (pond clinics with education specialist, contractors workshop, etc.).
- Help to resolve resource management problems in variety of settings.
- Maintains Division of Soil and Water and Fairfield County approved timekeeping system for your time.
- Assists with DESC inspections and MS4 public participation and awareness as needed.
- Coordinates Precipitation Monitoring Program if retained by District.
- Performs other related duties as required or assigned.

Knowledge, Abilities, and Skills

**Knowledge of:** Conservation/engineering practices, drafting skills, computer assisted design work. Knowledge gained upon employment to include Fairfield Soil and Water Conservation District policy and procedures and Federal cost share practices (CRP and EQIP).

**Ability to:** Survey, design, as-built and document all items necessary for construction and installation of conservation practices.

**Skill in:** Oral and written communication, operation of surveying and design equipment, AutoCAD, use of maps (aerial, topographic, soils, etc.), basic photography techniques, Microsoft Office especially Excel spreadsheets, and ArcView GIS programs.

Equipment Operated

Data collector, survey grade GPS unit, total station, bench level, laser level, computers, photocopier, photography equipment, telephones, plotter/scanner, drones, and District vehicles.

Hazardous or Physically Demanding Working Conditions of the Position

- Occasionally performs duties in inclement or severe weather
- Occasionally works outside of normal business hours to complete fieldwork or to present programs
- Occasionally works around heavy equipment
- Occasionally deals with dissatisfied customers
- Occasionally works near/on bodies of water

Qualifications

Two-year college degree with experience or four-year college degree in an agricultural or engineering related field. Knowledge of agricultural/conservation practices and good organizational skills will be necessary. Must have a valid Ohio driver’s license and be insurable to drive District vehicles.

Licensure or Certification required to be obtained within 2 years

Ohio Commercial Pesticide Applicator License  
Small Unmanned Aircraft System Remote Pilot Certificate

*Approved at 7/8/21 board meeting*

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Employee’s Signature

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Date

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Approved by Board Chair

\_\_\_\_\_  
Date