

Job announcement:

Conservation/Wildlife Technician with the Fairfield Soil and Water Conservation District (SWCD) located in Lancaster, Ohio. This is a full-time position with a minimum of a 4-year college degree or equivalent experience in agriculture, engineering, soil science, forestry, natural resources, environmental science, wildlife management or related field. A valid Ohio driver's license and insurable under the District's automobile policy are required. Salary minimum \$22.01/hour, maximum \$36.32/hour. Benefits include enrollment in the Ohio Public Employee Retirement System, health insurance plan and paid vacation, holidays, personal and sick leave. Hours would be 8am-4pm with ½ hour unpaid lunch, Monday through Friday. Pre-employment drug and alcohol screening and background check required.

A job application, complete position description and job posting can be found at www.fairfieldswcd.org. Reply with completed application, cover letter, resume and three references by Monday, November 16, 2026, to Fairfield SWCD, 831 College Ave., Suite B, Lancaster, Ohio 43130 or jobs@fairfieldswcd.org. Equal Opportunity Employer.

Fairfield Soil & Water Conservation District

Position Description

An Equal Opportunity Employer

Position Title: Conservation/Wildlife Technician
(520 hrs. must be qualified time toward Wildlife Specialist grant)

For:

Reports to: District Manager

Employment Status: Full-time

Essential Ag/Urban Technical 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 administering the State Pollution Abatement Program, the Environmental Quality Incentives Program (EQIP), the Conservation Reserve Program (CRP), H2Ohio, Emergency Conservation Program (ECP), and Regional Conservation Partnership Program (RCPP).
- 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 or colleges.
- Assists with inspections of construction sites for compliance with Ohio EPA NPDES Phase II Permit and local regulations.
- Assists with inspections of infrastructure on construction sites for compliance with local regulations.
- Assists with inspections of new home construction sites for compliance with drainage, erosion, and sediment control regulations for local communities.
- Assists with site investigations to answer individual requests for information on soils, erosion, drainage, and engineering related problems.
- Assists with District Drone Program.
- Assists with District's pesticide application program.
- Assists with creation and update of urban infrastructure databases.
- Attends, as assigned, meetings of local, state, and federal agencies where soil, water, and related natural resource problems are discussed.
- Assists in sampling/monitoring of outfalls associated with Illicit Discharge Detection/Elimination program.
- Assists with conducting inspections to ensure compliance with post construction runoff controls.
- Assists with district presentations, workshops, and community events.
- Assists with resolving resource management problems in variety of settings.
- Assists with DESC inspections and MS4 public participation and awareness as needed.

Essential Wildlife/Educational Functions

- Serve as the backup for Silviculture Pollution Abatement complaints in accordance with ODNR procedures
- Assist landowners with District's no-till seeder, and tree planter
- Complete pesticide application training for knowledge for contracted conservation partners and special projects
- Assist NRCS staff with cost-share programs, mid-contract maintenance checks and contract compliance on private land enrolled in USDA programs
- Assist county residents with food plots and wildlife habitat improvements
- Liaison between conservation groups and events to promote habitat and education
- Assist county residents with nuisance animal problems. Maintain list of hunters/trappers to assist landowners.

- Assist county residents with questions and concerns related to pond vegetation and fish management.
- Organize and host at least one wildlife workshop annually (pond clinic/etc.)
- Follow the ODNR-Division of Wildlife procedures for deer damage permits. Maintain the ODNR-Division of Wildlife's database of crop damage complaints.
- Be familiar with Ohio hunting and fishing regulations
- Prepare newsletter articles and other educational materials on animal damage control, habitat creation and general wildlife or education topics.
- Conducts conservation/environmental education events to all ages in Fairfield County
- Advertise, interview and assist in the selection of annual College Scholarship recipients
- Assists any schools requesting land lab development ideas or programming needs
- Submits education/informative articles for the District newsletter and *Pickerington Magazine*
- Coordinates with partner agencies to plan and hold annual Earth Camp
- Promote and assist with District Area 5 and Ohio Envirothon events, Science Fairs, Soils Judging, and teacher curriculum development assistance
- Provide assistance for 6 minimum control measures for Municipal Separate Storm Sewer System (MS4) communities
 - education in local school districts
 - public education
 - Biological studies/IDDE water sampling for compliance and grant stipulation
- Serve as 4-H judge for wildlife/conservation related projects
- Pursue grants to meet essential function objectives
- Provides ideas, suggestions and topics for District newsletter, blog, county fair display, field days and other projects.
- Track wildlife assistance through Division of Soil & Water approved timekeeping program, meeting minimum hour requirements of the ODNR-DOW grant
- Assist other District staff as needed
- Perform other related duties as required or assigned.

Other Duties and Responsibilities

- Develops a basic skill level for utilizing GPS/GIS technology.
- Work toward obtaining NRCS job approval authority.
- Provides ideas, suggestions, and actively participates in developing the District newsletter, articles to the newspaper, and creating topics for radio shows.
- Assists other staff in updating and reporting technical workload and creating monthly board reports.
- Participates in maintaining and developing demonstration projects sponsored by FSWCD.
- Coordinates utility locations with OUPS and with utility company representatives.
- Plans various tours and workshops (contractors workshop, etc.).
- Uses & keeps up-to-date Division of Soil & Water and Fairfield Co. approved timekeeping system for time.
- Performs other related duties as required or assigned.
- Provides ideas/planning for conservation tours, field days, demonstration projects, displays, workshops and speaking engagements
- Create Social Media content related to District programs

Knowledge, Abilities, and Skills (*indicates developed after employment)

Knowledge of: Conservation/engineering and practices, drafting skills, computer assisted design work, fish & wildlife management, habitat creation. District policy and procedures*, Federal cost share practices (CRP and EQIP)*. Urban construction practices*, Ohio EPA construction general permit, MS4 permit, erosion and sediment control BMPS, social media content creation.

Ability to: Work with others. Survey, design, as-built and document all items necessary for construction and installation of conservation practices. Take samples. Work in adverse weather conditions. Complete inspection reports. Be able to clearly communicate, both written and oral, with staff, agency partners, contractors, students & teachers, developers, and/or citizens. Repeatedly Lift 50 pounds.

Skill in: Oral and written communication with attention to detail, operation of GPS survey/design and data collection equipment, AutoCAD, use of maps (aerial, topographic, soils, etc.), basic photography techniques, Microsoft Office especially Excel spreadsheets, ArcGIS online & ArcPro programs, and *SwiftComply.

Equipment Operated

Data collector, survey and mapping grade GPS units, soil probe & auger, bench level, laser level, computers, copier, UTV, chemical application equipment, telephones & mobile devices, plotter/scanner, drones, 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
- Occasionally traverses rough/muddy terrain
- Occasionally works within road right-of-way
- Occasionally applies pesticides
- Occasional heavy lifting

Qualifications

Four-year college degree or equivalent experience in agricultural, engineering, soil science, forestry, wildlife management, natural resources, environmental science or related field. 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

Small Unmanned Aircraft System Remote Pilot Certificate

Project Wet (EPA), Wild (ODNR-Division of Wildlife), & Learning Tree (ODNR-Division of Forestry)

Approved at 8/13/26 board meeting

Employee's Signature

Date

Board Chair's Signature

Date

FAIRFIELD SWCD EMPLOYMENT APPLICATION

831 College Avenue, Suite B, Lancaster, Ohio 43130

An Affirmative Action/Equal Opportunity Employer

Name (last, first, middle) :		Sex: M ☐ F ☐	Date of Birth (mm/dd/yy) : ____ - ____ - ____	
Address (street, city, state, zip code) :		Phone: (____) ____ - ____		Date of Application: ____ - ____ - ____
U.S. Citizen: YES ☐ NO ☐	Type of Visa (if not a U.S. citizen) :	Position Desired:	Have you ever been employed by the State of Ohio or an Ohio political subdivisions? YES ☐ NO ☐	
Education and Training (include high school, GED, trade and vocational schools, undergraduate and graduate degrees)				
Name and Type of School:		Major:	Minor:	Dates Attended or Date Degree was Received:
Address:				
Name and Type of School:		Major:	Minor:	Dates Attended or Date Degree was Received:
Address:				
Name and Type of School:		Major:	Minor:	Dates Attended or Date Degree was Received:
Address:				
Name and Type of School:		Major:	Minor:	Dates Attended or Date Degree was Received:
Address:				
Name and Type of School:		Major:	Minor:	Dates Attended or Date Degree was Received:
Address:				
List special skills, qualifications or accomplishments related to the position you are applying for (include skills with computers, other machinery, public speaking, and writing, patents, publications, etc.):				
List any professional society memberships and current licenses and certificates (include issuing state and expiration date):				
Do you have a valid state driver's license? license? YES ☐ NO ☐		If yes, has your license even been suspended or revoked? YES ☐ NO ☐		If yes, please explain:
Give the number of moving traffic violations you have had over the past three (3) years: _____				
Give the number of traffic accidents you have had in the past three (3) years: _____				
Have you ever been convicted of a felony? YES ☐ NO ☐ (If your answer is yes, please explain on a separate sheet of paper reporting all cases and dates except minor traffic violations, sealed or juvenile convictions.)				
If necessary, can you supply your own transportation for work use? YES ☐ NO ☐				
Can you perform the job related requirements of the specific job for which you are applying? YES ☐ NO ☐				

Previous Work Experience

In the areas below, please fill out past work experience beginning with the most recent employment. If the title and duties changed materially in the course of your service in any one organization, indicate such changes as separate employment. Attach extra sheets if necessary. **NOTE: A resume may not be used as a substitute for completing this page.**

TO: (mm/yy)	Name of Employer	Position Title
From: (mm/yy)	Address	Supervisor's Name and Title
Salary:	City, State, Zip	Phone Number

Duties Performed:

TO: (mm/yy)	Name of Employer	Position Title
From: (mm/yy)	Address	Supervisor's Name and Title
Salary:	City, State, Zip	Phone Number

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Duties Performed:

TO: (mm/yy)	Name of Employer	Position Title
From: (mm/yy)	Address	Supervisor's Name and Title
Salary:	City, State, Zip	Phone Number

Duties Performed:

List three (3) people for references who are not related to you and who are not listed above:

Name:	Name:	Name:
Address:	Address:	Address:
City, State, Zip:	City, State, Zip:	City, State, Zip:
Phone:	Phone:	Phone:
Professional ☐ Personal ☐	Professional ☐ Personal ☐	Professional ☐ Personal ☐

EMPLOYMENT APPLICATION DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish the Fairfield Soil and Water Conservation District (SWCD) any and all information concerning my previous employment, education, military, and qualifications for employment. I also authorize the Fairfield SWCD to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the Fairfield SWCD, which rules may be changed, withdrawn, added, or interpreted at any time, at the Fairfield SWCD's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any office or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the Fairfield SWCD or myself. I hereby grant Fairfield SWCD permission to conduct a background check on prior employment, driving and criminal record.

Applicant's Signature

Date