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**Stevens County Conservation District**  
232 Williams Lake Road - Colville WA 99114  
Phone: (509) 685-0937 ext. 3 - Fax: (509) 684-1982

July 22, 2020

RE: NRCS TA Natural Resource Technician Position

Dear Applicant,

The Stevens County Conservation District (SCCD) is soliciting applicants for a Natural Resource Technician to work 32 to 40 hours a week.

Applicant must be a detail oriented, highly organized person able to do field and office work. Primary responsibilities will be to assist in the development and implementation of conservation plans for dryland and irrigated cropland, pasture, hay range and forest uses in Northeastern Washington. Experience in agricultural production and natural resources required.

This is a one year grant funded position with opportunity for renewal.

This position will be working with the Natural Resource Conservation Service (NRCS) in the implementation of the USDA farm bill EQIP program. Training in specifications and program will be provided.

Position will remain open until qualified applicant is hired. First round of applications will be reviewed August 14, 2020.

Please submit attached application, resume and at least 2, but no more than 5, references professional and personal.

Stevens County Conservation District 232 Williams Lake Rd Colville WA 99114 or email to [lhansen@stevenscountywa.gov](mailto:lhansen@stevenscountywa.gov)

Stevens County Conservation District is an Equal Opportunity Employer and Drug-free Workplace.

## Natural Resource Technician

**Stevens County Conservation District  
232 Williams Lk Rd  
Colville, WA 99114**

### **Position Description**

**Title:** Natural Resource Technician

Stevens County Conservation District promotes wise use of the county's natural resources through an active public information and education program, coordinating landowner and agency information and promoting implementation of appropriate Best Management Practices.

Employment will be regular full-time or part-time, scheduled to work (32-40) hours per week. May require some night and weekend work with no overtime available. Position will be eligible for the District's benefit package, subject to the terms, conditions, limitations and eligibility requirements of each benefit program.

Salary \$32,000 to \$40,000 a year depending upon qualifications and experience.

This position is grant funded for 1 year with potential of extension. Employment with the District is terminable at will. An employee may be terminated at any time with or without cause and with or without notice, subject to applicable state and federal laws. Employment is at the discretion of the Board and contingent upon factors determined by the Board including, but not limited to, available funding, job performance, changes in program direction, or organization.

### **Duties and Responsibilities:**

#### **General**

Duties will be performed in the Colville National Forest Service Supervisor's Office at 765 S Main St., Colville WA 99114 and/or Stevens County Conservation District Office located at 232 Williams Lake Road in Colville WA 99114. Field work will be conducted in Ferry, Pend Oreille and Stevens Counties. Attendance at some evening and weekend meetings will be required.

A high degree of confidentiality, along with diplomacy is required.

Applicants selected for interviews must agree to a Washington State Patrol criminal history information check, an abstract of driving record check, and submit written authorization to contact a minimum of three references. Upon employment federal security background check will be required.

Know, and comply with, the District's Personnel and Risk Management Policies.

## Natural Resource Technician

### **Duties and Responsibilities:**

#### Specific

- Assist planners and land users with the development of basic conservation plans for dryland and irrigated cropland, pasture, hay, range and forest land uses in Northeastern Washington, utilizing Natural Resource Conservation Service (NRCS) planning process, tools and specifications.
- Inventory and evaluate current conditions of natural resource and land use practices.
- Provide technical assistance needed to apply conservation practices. This includes survey, design, layout and construction checks.
- Maintain accurate records and document accomplishments and installed practices according to national, state and field office policy.
- Assist with tours, workshops with groups or schools.
- Schedule and organize work in order to service all program applications in a timely manner.
- Utilize IT systems as needed for recording and documenting planning and installation of conservation plans and practices, reporting progress, recording time and managing e-mails.
- Perform duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical disability.
- Perform other duties as assigned.

### **Relationships:**

Promote and maintain effective relationships and partnerships with private landowners, general public, field staff from District, NRCS and other state and federal governmental agencies.

### **Supervision:**

The NRCS District Conservationist will oversee day to day activities. Stevens County Conservation District Administrator will oversee policy and payroll. Funding for this position is subject to availability of federal, state and local grants and contracts.

### **Performance Review:**

Probationary review will be conducted at 30 days and 90 days. Annual review will be conducted in the month of December. The District Administrator/NRCS DC and District Supervisors shall conduct reviews. The evaluations will be discussed with the employee, documented, and placed in the employee's personnel file. The Board of Supervisors in Executive Session shall review the employee evaluation. The performance review is an overall evaluation of the employee's performance. It will be the basis of any pay increases granted by the District Board.

## Natural Resource Technician

### **Qualifications:**

#### **Required**

- **Honest in word and deed, treat everyone with courtesy, dignity, and respect**
- **Knowledge of natural resource systems and management**
- **Maintain landowner and project confidentiality**
- **Detail oriented and work with high degree of accuracy**
- **Able to multi-task and meet changing deadlines**
- **Highly organized and task oriented**
- **Ability to quickly learn new skills and follow direction**
- **Self directed and able to complete projects with minimal supervision**
- **Excellent oral and written communication skills**
- **Knowledge of agricultural production and natural resource interactions**

The employee must be competent in reading, writing, speaking, hearing, and understanding the English language. In addition, the employee must be able to interact with landowners, teachers, students, federal, state and local government agency representatives, the general public, and others face-to-face and by telephone. Must be able to clearly express thoughts to others and exchange information precisely.

This position requires the ability to conduct repetitive motions, and lift and/or move objects weighing up to fifty pounds, standing, stooping, sitting for long periods of time, carrying field equipment, wading streams, climbing steep slopes, climbing over logs and through brush, crossing fences, encountering wildlife and domestic animals in a work in inclement weather conditions.

Advanced computer skills including Windows operating systems, Outlook, MS Word, Excel, Access, Powerpoint, Publisher and other specific software, data collection and modeling programs.

2 year AA degree in natural resources, agricultural production or other related field. Four years of relevant experience may substitute for education.

Have, or be able to obtain, a valid Washington State drivers license.

### **Qualifications:**

#### **Desired**

- **Familiarity with Northeastern Washington resources including agriculture and forestry**
- **Familiarity with local, state and federal natural resource agencies, structure, policy, regulations**

# APPLICATION FOR EMPLOYMENT

This generic application is provided by WorkSource Washington. This form complies with federal and state laws against discrimination; however, employers using this form should check local ordinances. WorkSource Washington and Washington State Employment Security are not responsible for the misuse of information provided on this form. Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

## GENERAL INFORMATION

Name (Last)	(First)	(Middle Initial)	Home Telephone ( ) -
Address (Mailing Address)	(City)	(State)	(Zip)
E-Mail Address	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Telephone ( ) -			

## POSITION

Position Or Type Of Employment Desired	<b>Will Accept:</b> <input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary	<b>Shift:</b> <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Salary Desired	Date Available	

## EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed?  Yes  No  
 If no, list the highest grade completed

**College, Business School, Military (Most recent first)**

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		

Occupational License, Certificate or Registration	Number	Where issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where issued	Expiration Date
Occupational License, Certificate or Registration	Number	Where issued	Expiration Date

Languages Read, Written or Spoken Fluently Other Than English

## VETERAN INFORMATION (Most recent)

Branch of Service	Date of Entry	Date of Discharge
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## SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 300 characters)

**WORK EXPERIENCE (Most Recent First) (Include voluntary work and military experience)**

Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number ( ) -	From (Month/Year)
Address		
Job Title	Number Employees Supervised	To (Month/Year)
Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
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Specific Duties (Maximum 350 characters)		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Interviewer's Comments:


## Benefits Provided with Employment Stevens County Conservation District

Stevens County Conservation District (SCCD) pays **payroll deductions for all Federal and State taxes** including Social Security, Medicare, Unemployment Benefits, and Labor and Industries taxes.

SCCD also participates in the **Washington State PERS Retirement Program** where the employer pays a percentage of gross towards retirement, as does the employee. A Deferred Compensation Program (additional retirement funds contributed solely by the employee) is optional to eligible employees.

**Health insurance** is offered to all permanent and qualified part-time employees with the District paying up to \$550.00 per month with any excess covered by the employee. Employee dependents may be added at 100% expense to the employee.

**Annual Leave** is provided according to the following table:

Each regular full-time and regular part-time employee is granted annual leave at the following rates:

<i>Continuous Service Years</i>	<i>Monthly Accrual Rate</i>		
	<i>40 hour work week</i>	<i>32 hour work week</i>	<i>24 hour work week</i>
<i>0-5 years</i>	<i>8 hrs</i>	<i>6.4 hrs</i>	<i>4.8 hrs</i>
<i>6-14 years</i>	<i>13 hrs</i>	<i>10.4 hrs</i>	<i>7.8 hrs</i>
<i>15+ years</i>	<i>17.3 hrs</i>	<i>13.9 hrs</i>	<i>10.4 hrs</i>

Employees are strongly encouraged to take earned paid leave during the benefit year. In the event that employees do not use all their vacation benefits by the end of the benefit year, 240 hours may be carried over to the next year. Time accrued in excess of 240 hours at the end the year will be forfeited.

Upon termination for any reason, an employee shall be paid for unused annual leave that has accrued through their last day of work at his/her final rate of pay. Employees who have been laid off will not accumulate benefits and may not collect paid leave credits unless or until they are terminated. If an employee is re-hired within 30 days of leaving the District, the employee's original hire date will be used to calculate paid leave eligibility.

**Sick Leave:**

Each full-time permanent employee earns 1 day (8 hours) sick leave per month. Employees are strongly encouraged to take sick leave during personal illness, personal or immediate family medical appointments, or to take care of immediate family. In the event that employees do not use all their sick leave by the end of the year, 640 hours may be carried over to the next year. Time accrued in excess of 640 hours at the end of the year will be forfeited.

Sick leave may only be taken for the following:

- a) Personal illness including maternity leave,
- b) Personal medical appointments,
- c) Care and attendance for member of \*immediate family,
- d) Medical appointments of immediate family,
- e) Up to 3 days for bereavement leave.

A physician must validate any claim for more than 3 days of sick leave at a time.

\*Immediate family is defined as an employee's spouse, children, parents, and stepchildren, brother, sister, grandparents.

Employees who separate from the District due to their retirement or death shall be compensated for their total unused sick leave accumulations at the rate of 50 percent. Compensation shall be based on the employee's salary at the time of separation. Employees who separate for any reason other than retirement or death shall not be paid for their accrued sick leave.

**Paid Holidays:**

All regular full-time and part-time employees (calculated same as annual leave—4.8 hrs for the holiday) are entitled to the following holidays:

New Year's Day	Martin Luther King Day
Presidents Day (observed)	Memorial Day
Independence Day	Labor Day
Veteran's Day	Thanksgiving Eve 4hrs
Christmas Eve 4hrs	Thanksgiving
Christmas Day	The day after Thanksgiving

A recognized holiday that falls on a Saturday will be observed on the preceding Friday.

A recognized holiday that falls on a Sunday will be observed on the following Monday.

**Travel:**

The District Board of Supervisors must grant prior authorization for the employee to use his/her personal vehicle for District business. When authorized by the District Board of Supervisors, reimbursement will be at the current Washington State rate (.58 currently).