

TECHNICAL POSITION DESCRIPTION

Employee: **Hire Date:** **Title:** Natural Resource Conservationist **Date Updated:** 12/19/20

Location: Anoka Conservation District (ACD), Ham Lake, Minnesota

Classification: Technical – Technician or Specialist

Status: Regular Full Time Non-Exempt

Minimum Qualifications:

- Related Degree: Work Experience (FTE yrs): Technician – MS/MA:0 or BS/BA:1 Specialist - MS/MA:3 or BS/BA:4
- Satisfactory driving record and criminal background check

Hiring Range: Grade/Step¹ 6/1 (Technician min.) or 9/1 (Specialist min.) to 120% of min. per ACD Compensation Plan

Wage Range: 150% of min. for Technician and Specialist positions per ACD Compensation Plan

Benefits: Full Benefits per ACD Employee Handbook

Duration: At the Leisure of the ACD Board of Supervisors

POSITION OBJECTIVE: ACD's mission is to holistically conserve and enhance Anoka County's natural resources for the benefit of current and future generations through partnerships and innovation. We do this by conducting monitoring and analysis, informing landowners and local government in natural resource management, and leveraging technical and financial resources to promote natural resource stewardship practices. All positions of ACD work to achieve this mission through a variety of programs and services. Specific tasks and their relative priority are listed in the workload table below.

ORGANIZATIONAL STRUCTURE: The Board of Supervisors is the employer. All employees of the district work to implement the programs and services designed to meet the goals and objectives as defined by the Board of Supervisors and set forth in long-term comprehensive and annual plans of work. All regular and limited term positions provide monthly reports of activities to the Board of Supervisors. For daily workload management, task coordination, and staff supervision, the district hierarchy from top to bottom is Managerial, Principal, Specialist, Technician and Assistant. Those higher in the hierarchy may provide guidance, supervision and direction to those lower in the hierarchy.

Managerial: The District Manager is the lead staff. The manager is responsible for delegating programmatic responsibilities to other staff and maintaining sufficient oversight of all district programs to ensure they are completed to expected standards, and setting those standards. Managerial positions also hold duties not delegated to other staff for which they are solely responsible. This is an advanced position requiring extensive training and experience. It requires strong and ethical leadership qualities.

Principal: Principal-level technical positions are advanced professional positions requiring highly trained individuals with sufficient knowledge, experience and expertise to manage projects/programs that are complex or large in scope, geography, budget and/or duration to a successful completion. Principal level positions are fully accountable for successful implementation of the projects/programs under their direction. They guide projects overseen by technical staff and assist managerial staff with setting agency goals and developing strategies to achieve these goals to a greater extent than other staff. These positions have a track record of leadership and diplomacy and can represent the District in challenging situations.

Specialist: Specialist-level technical positions require highly trained individuals who are capable of project/program management with support from principal or managerial staff. Specialists are expected to have sufficient knowledge and expertise to ensure the success of projects/programs under their direction and are therefore largely accountable for success.

Technician: Technician-level technical positions involve the execution of projects/programs, but are not responsible for their development or making decisions regarding management. Technicians do not assume full responsibility for project/program implementation and completion.

Assistant: Assistant-level positions assist other classes with completion of their duties. Assistant positions can serve technical or administrative functions. Independent decision-making is minimal but a basic understanding of the skills and concepts underlying the position is important to enhance the employee's ability to carry out requests. Assistant positions are not responsible for overall program success.

¹ U. S. Office of Personnel Management General Schedule with Locality Rates of Pay for Minneapolis – St. Paul, MN adjusted for ACD current percent of target pay rate.

WORKLOAD BREAKDOWN:

Main (>10%), Ancillary (5-10%), Limited (<5%), - (NA)

Task (Technician, Specialist, Principal)	MAL
General Operations: This includes activities generally considered overhead that support the overall function of ACD.	
<u>Operations and administration</u> - routine correspondence, time tracking and reporting, general planning and program promotion, and office infrastructure management	A
<u>Paid leave</u> – holidays, flexible time off, leaves of absence, comp time	M
<u>Staff development</u> – staff training and professional development	L
<u>Grounds maintenance</u> – general upkeep and maintenance of the office headquarters	L
Monitoring: Collect and manage data regarding the physical, chemical, and biological characteristics of natural sources with specified frequency, location, parameters and protocols that must be adhered to as identified in contracts with local partners and plans of work.	
<u>Development and oversight (S)</u> – Determine sites, parameters, frequency and protocols and ensure QAQC	A
<u>Hydrology (T)</u> – Lake, stream, groundwater, and wetland levels, and stream flow	M
<u>Chemistry (T)</u> – Lakes and streams	M
<u>Biota (T)</u> – Stream benthic macroinvertebrates and aquatic invasive species early detection	L
<u>Precipitation (T)</u> – Volunteer observation network and automated sampling network	
<u>Data management (T)</u> – Compile and organize data to ensure data integrity and facilitate analysis and reporting	L
Inventory: Collect and map geospatial data of the condition, distribution, extent and regulatory compliance of natural resources using GPS, GIS, aerial photo interpretation, site inspections, informational surveys, and/or historic records.	
<u>Erosion (T)</u> – Lakeshore and streambank condition	L
<u>Buffers (T)</u> – Buffer law compliance tracking	L
<u>Land cover (T)</u> – Land use and land cover updates to facilitate analyses	
<u>Invasive species (T)</u> – Aquatic and terrestrial	L
Analyses: Synthesize and interpret monitoring, geospatial, and modeling data at varying scales to draw conclusions and inform management decisions to optimize natural resource quality, quantity and distribution in user-friendly formats.	
<u>Monitoring data (S)</u> - characterize conditions and trends in a statistically valid manner	L
<u>Properties and landscapes (T)</u> – individual and small groupings of properties with a narrow scope of concerns	L
<u>Development proposals (T-S)</u> – comment on regulatory compliance and design standards for development proposals, which typically involve subdivision, grading, and installation of stormwater treatment infrastructure	
<u>Subwatersheds and catchments (S)</u> - identify and rank project opportunities in rural and urban settings by cost-effectiveness to improve management of high priority resources	L
<u>Watersheds (S-P)</u> – diagnose the cause of impairment of priority resources (e.g TMDL and WRAPP/S)	
<u>Resource scale (T-S)</u> – analyses focused on a narrow resource concern with scales ranging from local to regional such as threatened and endangered species, aquifer recharge areas, aquifer use areas, drinking water source management areas, invasive species infestations, wetland restoration opportunities, etc.	L
Planning: Develop policy, strategies, and plans of action in cooperation with local partners to optimize natural resource quality, quantity and distribution based on analyses and with consideration of financial, logistical, social and political limitations.	
<u>ACD planning (T-S)</u> – natural resource issue and trend identification and prioritization through 10-year comprehensive plans, biennial budget requests, annual plans, and project/program/grant work plans	
<u>Partner planning (T-S)</u> – review and comment on project applications, permits, EAW/EIS, water management plans, comprehensive wetland management plans, and plans from Federal, State and local entities	
<u>Watershed and ecoregion-scale (S-P)</u> – Large scale planning (e.g. WRAPP/S, One-Watershed One-Plan, Ecoregion, and local water management plans in cooperation with partners	
<u>Groundwater (S-P)</u> – plan collaborations and protocol development to ensure sustainable groundwater supplies	
<u>Ecological integrity (T-S)</u> – identify restoration and protection opportunities and priorities	
Land Protection: Protect high priority parcels to sustain populations of flora and fauna, enhance ecological diversity, and preserve rare species by connecting landowners with funding sources and entities capable of accepting and managing protected lands.	
<u>Acquisition (S)</u> – secure fee title ownership	
<u>Easements (S)</u> – secure conservation easements	
<u>Density transfers (T)</u> – identify and encourage use of opportunities to employ development rights transfers and cluster development to accommodate development and ecological preservation	

Task (Technician, Specialist, Principal)	MAL
Compliance and management (T-S) – ACD held protected lands inspection and management to verify compliance and apply for grants to pursue restoration and management activities	
Technical Assistance: Provide site specific technical consultation and expertise to advance concepts to the point of project design and implementation individually and in collaboration with partners.	
Landowner inquiries (T-S) – landowner consultation using desktop analysis, literature reviews, and site investigations	L
Practice promotion (T) – engage decision makers, funding partners and landowners to pursue implementation of projects and activities identified in WRAPS, SRAs, and other plans	L
Conservation plans (T-S) – prepare plans for agricultural operations, water conservation, ecological restoration, and backyard habitat	L
Practice design (S-P) – generate detailed plan sets (grading plans, planting plans, and materials specifications) and cost estimates for rural and urban conservation practices	
Grant applications (T-S) – conceptualize and prepare grant applications	L
Project management (simple) (T) – manage all project components for projects with simple designs or plans, not likely to need professional contractors	L
Project management (complex) (S-P) – manage all project components for projects with detailed plan sets, likely to include hiring and close oversight of professional contractors throughout an extended construction timeline	
Project installation support (T) – assist project managers with all aspects of project installation	L
BMP inspections (T-S) – post-construction and routine inspections to document conditions and provide maintenance guidance	
Invasive species (T-S) – facilitate regional terrestrial and aquatic invasive species management efforts (e.g. EAB, gypsy moth, AIS, palmer amaranth, etc.)	A
Technical Evaluation Panels (S) – serve on TEPs for Wetland Conservation Act (WCA) regulatory analysis	
WCA Enforcement (S) – processing violations and preparing restoration/replacement plans/orders for WCA	
Wetland Consultation (S) – review and perform wetland determinations, delineations and functions and values analysis in accordance with accepted protocols	
Wetland restoration (S) – design and review wetland restoration/creation project plans	
Financial Assistance: Facilitate the acquisition, distribution and utilization of funds to achieve natural resource management objectives individually and in cooperation with partners.	
Block grant (T) – administer the Natural Resources Block Grant to fund water management, WCA, Shoreland and Subsurface Sewage Treatment System program implementation	
Technical Service Area (T-S) – manage Metro TSA funds for conservation practice design, engineering, construction management, and equipment	
State Cost Share (T-S) – administer state cost share allocations to fund practice design, engineering, construction management, and construction	
District capacity funds (T-S) – allocation of annually appropriated funds to support ACDs mission	
Competitive grants (T-S) – secure grant funds from local, regional, state and federal sources	L
Product sales (T) – expand product sales and distribution to support local conservation initiatives	
Conservation utility fee (T-S) – seek legislation to gain authority to assess conservation utility fees	
Administrative Assistance: Provide assistance administering regulations, programs and grants individually and in cooperation with partners.	
General administration (T) – program development advise, reporting and contract management	
Website hosting (T) – websites for water management organizations	
Buffer law (T-S) - implement mandated elements of the buffer law	L
Soil loss law (T) – implement mandated elements of the soil loss law	
WCA (S) – assist WCA LGUs with WCA implementation and report annual activities as necessary	
Grant administration (T) – grant reporting and compliance assistance	L
Program administration (T) – Administer local cost-share programs and assist landowners with applications	
Products and Equipment: Provide products and equipment useful for conservation practices for sale, rent and loan to generate revenue and to promote conservation practice implementation.	
Rain Guardian sales (T) – manage Rain Guardian pretreatment chamber sales, inventory, materials acquisition, assembly, and distribution	L

Task (Technician, Specialist, Principal)	MAL
Rain Guardian promotion (S) –product development, promotion, distributorship management, fielding technical inquiries, and customer service	
Plant materials (T) – manage seedling, plug and seed sales, inventory, order processing and distribution, including assisting customers with product selection	L
Equipment, tools, and supplies (T) – manage landowner use of ACD equipment, tools and supplies	L
Information and Education: Develop and disseminate information about priority natural resource topics through targeted or mass distribution using appropriate media venues.	
General public (T) – brochures, displays, newspaper articles, website, videos	L
Conservation site owners (T) – direct contact to promote site specific conservation activities	L
Students (T) – work with students to encourage conservation in a manner that is age appropriate	
Advocacy groups (T-S) – customize and provide topic specific information to advocacy groups like lake associations	
Policy makers (S-P) – advise on pertinent natural resource concepts, issues and solutions	
Legislators (S-P) – encourage legislative solutions as appropriate to address local, regional and statewide concerns	
Other tasks: This position description is not a comprehensive listing of duties to be performed by the employee. Employees will be required to perform other duties that further ACD objectives as requested by the District Manager.	

GENERAL POSITION EXPECTATIONS: All positions are expected to:

- Be highly productive and deliver high quality work while setting priorities and practicing time management to meet deadlines and provide timely responses to requests for service.
- Be a self-starter with a genuine desire to make a long-term impact on natural resource management.
- Work independently with minimal supervision while seeking and following direction to ensure work quality.
- Possess a thorough understanding of natural resource management principles and practices related to their job tasks and demonstrate an interest to continue with their professional development.
- Be familiar with programs and procedures at the state and federal levels related to natural resource management and conservation.
- Possess strong oral and written communication skills.
- Exercise sound judgment and demonstrate a clear understanding of the public relations component of the job and the skills to deal with people under a variety of situations.
- Be proficient with spreadsheet, word processing, and desktop publishing applications.
- Possess experience with ArcGIS software and GPS technologies.
- Properly analyze complex scientific resource data and prepare reports.
- Operate and/or maintain equipment/devices necessary to successfully fulfill the job tasks.

To varying extents, depending on the tasks assigned to a particular position and the workload percentage of those tasks, there will be physical and mental stressors. Employing appropriate precautions, protocols, and equipment is critical to manage the associated risks. Risks include but are not limited to:

- Fatigue and strain related to extended periods using computers.
- Working on, in or near standing and flowing water.
- Traversing rough, steep and/or densely vegetated terrain.
- Utilization of gas and electric powered tools as well as hand tools.
- Handling and application of pesticides.
- Operation of motor vehicles.
- Exposure to disease vectors (e.g. Lyme and West Nile) and irritants (e.g. poison ivy and biting insects).
- Lifting over 45 pounds overhead and routinely carrying over 10 pounds.

HOURS OF WORK: This position requires work from 8:00am to 4:30pm Mon-Fri. Evening and weekend work is occasionally required. Overnight travel may occur, but is uncommon.

OTHER CONSIDERATIONS: This position description represents the minimum levels of knowledge, skills and/or abilities. To perform this job successfully, incumbents must perform each duty proficiently.

All requirements are subject to modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a risk to the health and safety of themselves or others.