



Grand Forks County Soil Conservation District

4775 Technology Circle STE 1C
Grand Forks ND 58203

Phone: 701-772-2321 Ext 3
Fax: 701-746-7934

Website: www.gfscd.org

Position Announcement:

Employment applications for District Technician will be accepted until the position is filled. Job description, qualifications and benefits package are attached to this notice. This position is with the Grand Forks County Soil Conservation District, located in the Grand Forks USDA Field Office.

To be considered for this position, please complete the job application form on the following pages and return **with resume** to:

Grand Forks County SCD
Attention: Jill Kvasager
4775 Technology Circle STE 1C
Grand Forks ND 58203

The top candidates will be contacted for interviews shortly after the closing date.

Grand Forks County Soil Conservation District Conservation Technician

Description of Work. Soil conservation technicians apply knowledge of soil conservation methods, techniques, practices, and agricultural land use. This position will be working with district and NRCS (Natural Resources Conservation Service) staff. The position will require training or certifications to fulfill the job. They perform work such as the following:

1. Assist with District Tree Planting and Maintenance programs, including operating tractors, trucks, trailers, ATV, cultivator, and other equipment.
2. Will need to mark and layout tree planting sites. (Training is available through the District).
3. Ability to use computer programs including: Microsoft Word, Excel spreadsheets, GIS/Arc View, and Outlook.
4. The job requires skills in organization and time management.

Basic Requirements. Applicants should have had basic experience and/or education with general farm operations, equipment, and terminology which will allow development of skill in laying out conservation practices, gathering farm resource data, and dealing with farmers, ranchers, and rural home owners.

- Computer experience in word processing, spread sheets, and the ability to learn computer programs necessary to perform the job outlined (software used in the district office include: Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft Publisher, Microsoft PowerPoint, and ArcGIS)
- Must pass background check to qualify for employment and to use federal computer system.
- Must have good verbal and written skills. Have good communications skills and interpersonal skills.
- Ability to meet with, and maintain friendly relations with farmers, ranchers and other members of the rural and urban communities
- Must have good organizational skills and be able to work both independently and/or under supervision.
- Must have a valid drivers license
- United States citizen or legal alien authorized to work in the United States.
- The physical ability to lift 75 pounds, and the strength and endurance to walk long distances in rough terrain.
- Basic understanding of conservation and farming practices.
- The ability to read and understand maps (Aerial photos, topography, county and state road maps).
- Need to be able to attend occasional out of town (overnight) training and meetings.

The individual could be assisting with:

- Tree planting tractor driver
- Tree plan staking
- Site Preparation / cultivation, disking
- Application of Plantskydd
- Federal farm programs
- Education programs (giving presentations to youth and adults, assisting at farm shows, etc...)
- Developing tree planting designs
- Technical Assistance Grant duties (computer skills required for GIS/Arc View/ Tool Kit)
- File and Record maintenance (District & NRCS)
- Writing articles for Newsletters and Annual Report
- Help planning workshops

Grand Forks County Soil Conservation Districts Application for employment: *District Technician*

Name <i>(last, first, middle)</i>	Date of Application
Mailing Address	Phone
U.S. Citizen: Yes <input type="checkbox"/> No <input type="checkbox"/>	Type of VISA <i>(If not US citizen)</i>
Have you been previously employed by either District? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of employment.	List any relatives now officially associated with the districts:

This position is classified as full time regular. It is dependant upon funding.
Hours: Monday- Friday, Saturdays possible. Are you willing / able to work forty (plus) hour weeks? *{Spring tree season may require more than 40 hrs per week. Other events may necessitate additional hours per week during the work year.}*

Education and Training: (include high school, GED, trade and vocational schools, undergraduate and graduate degrees)					
<i>Name & Type of School</i>	<i>Address</i>	<i>Major:</i>	<i>Minor:</i>	<i>Dates Attended</i>	<i>Degree or Credits Completed</i>
List special skills, qualifications or accomplishments related to the position you are applying for (include skills with computers, other machinery, public speaking, grant writing, publications, etc.):					
List any professional society memberships:					
List current licenses and certificates (include issuing state and expiration date)					

Do you have a valid state driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, has your license ever been suspended or revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please explain:
How many traffic violations have you had over the past three years?	How many traffic accidents have you had in the past three (3) years?	

Have you ever been convicted of a criminal offense? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently out on bail or on your own recognizance pending trial? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of driving under the influence of alcohol or drugs? Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>(If your answer is yes to any of these questions please explain on a separate sheet of paper reporting all cases and dates except minor traffic violations, sealed, or juvenile convictions.)</i>

List three (3) people for references who are not related to you and who will not be recorded as supervisors under the work experience sections:		
Full name and title:	Phone (include Area Code):	Address (street, city, state, Zip Code):

Previous Work Experience *(please list the most recent first and include U.S. Military Service)*

A Current or most recent employment			
Name of Employer	Phone ()	Job Title	
Address (street, city, state, Zip Code)		Supervisors' Name and Title	
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

B			
Name of Employer	Phone ()	Job Title	
Address (street, city, state, Zip Code)		Supervisors Name and Title	
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

C			
Name of Employer	Phone ()	Job Title	
Address (street, city, state, Zip Code)		Supervisors Name and Title	
Describe Work Performed			
Date Started	Date Ended	Wage Rate	Reason for Leaving

I certify the above information is correct and complete to the best of my knowledge and belief. I make this statement with the knowledge that any false or misleading statement or omission of material fact MAY BE SUFFICIENT CAUSE FOR DISMISSAL. I authorize the Soil Conservation Districts to verify any of the information I have submitted in this application.

Signature _____

District Technician Compensation and Benefits

SALARY

- The beginning District Technician position salary will range from \$50,000 to \$55,000 per year. Wages will be dependent upon experience and education. A degree in Natural Resources or equivalent preferred, but comparable experience is also a consideration. Experience operating tractors and farm equipment a plus!
- The Grand Forks County SCDs pay bi-weekly and pay days are bi-weekly on Friday
- Mileage reimbursement of 62.5¢ a mile if personal vehicle is used for business activities
- Performance evaluation will be conducted in six months to evaluate and or take you off probation status.

WORKING HOURS

- Office hours are Monday through Friday 8:00 AM to 4:30PM
- There are 2 paid 15 minute breaks, with one taken in the morning, and one in the afternoon
- There is 1 unpaid 30 minute break usually taken between 12:00PM-1:00PM

A normal work week is 40 hours. Due to the nature of this position, the employee will have the option of working up to 10 hours per day, and will adjust their schedule to meet the requirements of the work. This means for example, the employee could work four ten hour days.

BENEFITS

Annual Leave

- Leave is accrued through the following schedule:

0-3 Years	4hrs/pay period	13 days / year
3-6 Years	5hrs/pay period	16.25 days/year
6-9 Years	6hrs/pay period	19.5 days/year
9-12 Years	7hrs/pay period	22.75 days/year
12+ Years	8hrs/pay period	26 days/year

There is a cap of carrying over 240 hours.

- Accrued annual leave will be paid, based on current salary to eligible employees at time of termination, retirement, or death.

Sick Leave

Leave is accrued at a rate of 4 hours per pay period, or 104 hours per year.

- There is no cap of sick leave, however employees will be eligible to trade any accrued sick leave above the 240 hours at a rate of 24 hours of sick leave for 8 hours of additional annual leave.
- Accrued sick leave will not be paid to eligible employees at termination, retirement, or death.
- Minimum amount of sick leave that can be taken is .25 hours.

Bereavement Leave

Paid time off will be granted due to the death of an immediate family member.

- Up to three days of paid bereavement leave for a funeral within 300 mile radius
- Up to five days for a funeral beyond a 300 mile radius

Hazardous Weather

- Follow Grand Forks School District

Administrative Leave (Holidays)

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

- If legal holiday falls on a Sunday, Monday is the holiday. If a legal holiday falls on a Saturday, Friday is the holiday.

Cafeteria Plan

- Eligible employees receive \$346 per pay period to be used for medical reimbursable, child care, Aflac insurance policies, or can be taken as taxable income to be used towards health or life insurance.

Overtime

- Overtime is 1.5 times base salary for all hours over 40 in a one week period.
- Compensatory time can be taken in lieu of overtime, but it is not mandatory.
- Overtime must have prior approval by the Grand Forks County SCD Board.

Professional Club Membership

The Grand Forks County SCD encourages all employees of the districts to be aware of the professional organization memberships that are available. All membership dues are paid strictly by the employee.

- North Dakota Conservation District Employees Association
- National Association Conservation District Employees Association
- Northern Plains Regional Association of Conservation District Employees

Dress, Work Attire

Employees should dress appropriately for each setting they are working in. Weather considerations should be taken into account when dressing for work.