



## Pickaway Soil and Water Conservation District

110 Island Road, Suite D  
Circleville, Ohio 43113-9056

740-477-1693 [www.pickawayswcd.org](http://www.pickawayswcd.org)

### JOB OPPORTUNITY ANNOUNCEMENT

**POSITION:** District Technician

**APPLICATION DUE:** July 12, 2024

**LOCATION:** Pickaway Soil & Water Conservation District, 110 Island Road, Suite D, Circleville, Ohio 43113

**EMPLOYMENT STATUS:** Full-Time

#### DUTIES AND RESPONSIBILITIES:

- Assist with technical and engineering field assistance to landowners in Pickaway County and units of government.
- Assist with agricultural and residential group drainage projects (informational meetings, hearings, site inspections, etc.)
- Develop engineering designs, providing layout and assist with construction of conservation practices. The development of the plans will follow the guidelines established in the NRCS National Engineering Manual and related handbooks.
- Assist customers and the Ohio Department of Agriculture with Pollution Abatement concerns.
- Assist cooperators with applying conservation practices and other programs as needed.
- Prepare and maintain all records, reports and forms required by the Board of Supervisors and/or the District Administrator.
- Assist with all district programs as needed.

#### MINIMUM POSITION QUALIFICATIONS:

\*Training in some aspects will be made available to applicant.

- Bachelor or Associate degree in Engineering or Agriculture, or a combination of Education and Experience.
- Three to five years of experience in using AutoCAD\*, preferred but training will be available.
- General knowledge of agriculture and natural resources.
- Knowledge of ESRI GIS\* or ARC Map\*.
- Knowledge and use of Surveying Equipment\*.
- Possess skills in Microsoft Office.
- Applicant should have strong verbal and written communication skills to work with public.
- Applicant must have a valid Ohio Driver's License, maintain a safe driving record, and have reliable transportation.
- Ability to pass a background check and drug test.

**HOURS OF WORK:** Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday with occasional evening or weekend.

**PHYSICAL REQUIREMENTS:** This is a position that will require a high degree of energy and mobility for outdoor activities including but not limited to walking over rough terrain and walking ½ to 1 mile carrying survey equipment. There will also be long periods of sitting required.

**SALARY & BENEFITS:** Beginning hourly rate of \$20.00 to \$25.00 commensurate with education, qualifications, and experience. Benefits include Public Employee Retirement System (PERS), Medicare, Workers Compensation, twelve paid Holidays per calendar year, Sick Leave accumulating at 4.6 hours for each 80 hours of service, accumulated annual leave is usable after the 120-day probationary period, and Health Insurance options.

**EQUAL EMPLOYMENT OPPORTUNITY:** All SWCD and NRCS programs and services are offered on a nondiscrimination basis without regard to race, color, national origin, age, gender, religion, marital or family status, disability, sexual orientation, or political beliefs.

**APPLICATION:** Please email [resume](#), [cover letter](#), and [three references with emails](#) to [tawn-seimer@pickawayswcd.org](mailto:tawn-seimer@pickawayswcd.org) or mail to Pickaway Soil & Water Conservation District, 110 Island Rd, Suite D, Circleville, OH 43113. Applications will be accepted until 4:00 p.m. on Friday, July 12, 2024 or until position is filled. **Any questions, please contact office at: 740-477-1693**

Applicants will be notified for interview. Please indicate telephone hours available for follow-up contact.