

Middle Niobrara Natural Resources District

JOB DESCRIPTION

Natural Resources Technician

Position Classification/Labor Code: Full Time/Salesman – Non-Exempt

Immediate Supervisor: General Manager

Employee is responsible for operation and administration of NRD projects and programs as assigned by the District General Manager. Employee is expected to balance field and office duties needed to accomplish the work. Daily operations will be performed with limited supervision.

Duties & Responsibilities:

1. Facilitate NRD Natural Resource Programs
 - a. Assist in all aspects of field work including but not limited to:
 - i. Design, sales, and installation
 - ii. Distribution of plant and fabric materials
 - iii. Site preparation and flagging
 - b. Assist with customer billing and collection activities.
 - c. Develop and maintain inventory tracking of goods for sale.
 - d. Compile, format, maintain and report wildlife/tree programs data as requested.
 - e. Assist with woody biomass program.
 - f. Assist with composting program.
 - g. Assist with watershed programs.
 - h. Assist with grant programs and administration.
2. Facilitate NRD Water Programs
 - a. Assist with field inspection of private chemigation systems.
 - b. Assist with field collection of water quality/quantity samples.
 - c. Assist with field collection of water levels.
 - d. Compile, format, maintain and report water programs data as requested.
 - e. Assist with grant programs and administration.
3. Perform Information and Educational Activities
 - a. Assist with informational programs:
 - i. Radio shows, etc.
 - ii. Newsletter information
 - b. Assist with educational programs.
 - i. School events: Range, Land, Soils, Tree, etc.
 - ii. Miscellaneous events: Expo's, Schools, County Fairs, etc.
4. Assist with Watershed Activities, Projects, and Grants in the Long Pine Creek Watershed (LPCW) and Cherry County Watershed(s)
 - a. Provide technical assistance to landowners and producers on conservation issues.
 - b. Promote, assist, and educate landowners on best management practices, available programs and funding through different agencies and grants, and operation and maintenance of implemented projects.
 - c. Assist with project site visits, landowner site visits, and yearly project inspections.
 - d. Assist with grant programs and administration.
5. Carry out other duties as assigned by General Manager and the Board of Directors.

Eligibility Determinations: Any combination of education, experience, and personal characteristics may be considered to determine the eligibility for which an applicant can qualify. Experience and desirable characteristics may be substituted for education at the discretion of the General Manager.

1. General Qualifications:

Education: The minimum educational requirement to qualify for this position is an associate degree and a valid driver's license. A bachelor's degree in natural sciences/resources, wildlife management, forestry, horticulture, botany, or agronomy is recommended. The applicant must be familiar with Microsoft applications including Word, Excel, Access, PowerPoint, and software including ArcView, or ArcMap.

Experience: The experience necessary to qualify for this position would be of satisfactory employment with an agency, consulting firm, or organization involved with conservation and/or resource management. An agricultural, ranch, or outdoor related background would also be beneficial. An individual that completes the requirements of a 1 year intern position with the MNNRD may also be eligible for this position.

Desirable Characteristics: Individual characteristics to be considered should include but not be limited to: (1) an ability to work well and communicate effectively with people both written and verbally, (2) have a desire to help bring about actual accomplishments quickly and efficiently by being self-directed and taking initiative, (3) ability to work independently with responsible results using good judgement, (4) have accountability, (5) ability to manage multiple projects and priorities, (6) Outdoor physical work required to include adverse conditions, (7) some heavy lifting (50 – 100 lbs.), (8) willingness to complete work outside normal business hours (8 am – 5 pm), (9) independent judgement ability, and (10) follow directions, (11) strong understanding of agricultural industry, federal programs such as EQIP, CRP, NDEE 319 Program, and other partnering agency funding mechanisms through NE Game and Parks, USFWS, Pheasants Forever, etc.

Special Requirements and Conditions:

- A current driver's license valid in Nebraska and good driving record will be required. Will need to be insurable.
- Will be required to have and maintain the Private Pesticide Applicator, Chemigation Applicator, and Natural Resource Groundwater Technician License.
- May be required to obtain and hold a valid CDL license as needed.
- Attendance at meetings as needed or requested. May include MNNRD Board of Directors meetings, committee meetings, or other job-related meetings. Out of town overnight travel required as necessary.
- Have or gain knowledge of Federal, State, and Local laws, regulations, and rules relative to Natural Resource management programs.

Essential Functions and Associated Physical Abilities include:

- Ability to operate motor vehicles, including passenger cars and trucks, in urban and rural environments.
- Ability to operate tractors, equipment, and conduct maintenance.
- Drive and backup gooseneck trailers.
- Ability to navigate county plat maps and use of soil surveys.
- Ability to lift approximately 50 - 100 pounds.
- Ability to manage a spreadsheet.
- Ability to work with and use GIS, GPS applications, and computer data management.
- Safely work near irrigation systems.
- Able to work safely outside in a variety of terrain and weather conditions including summer heat and winter cold.
- Able to follow technical specifications and guidelines.
- Ability and willingness to work long hours when required.

Salary and Benefits: Salary/wage will be based on prior experience. The district offers a full insurance and retirement package. Annual leave, sick leave, and comp time are offered.

Application:

Applications will be accepted until filled. Complete an application of employment form available on the MNNRD website at <https://www.mnnrd.org/general-application>, Please mail and/or email completed application of employment, resume, signed cover letter, and 3 professional references. If you would like an employment application mailed or emailed to you or you have any questions regarding the position, please contact the MNNRD Office at 402-376-3241.

Applications can be mailed to:

Middle Niobrara Natural Resources District
C/O: Mike Murphy
303 E. HWY 20
Valentine, NE 69201

Applications can also be emailed to Mike Murphy, General Manager – MNNRD at: mmurphy@mnnrd.org

The Middle Niobrara NRD is an equal opportunity employer.