

Morgan County Soil and Water Conservation District
100 S. Burke Street – Versailles, MO 65084
573-378-5822

Application for Employment

NAME _____ PHONE _____

ADDRESS _____

EDUCATION:

High School Attended _____ Graduated _____

Additional Education _____

Major Course of Study _____ Years Attended _____

WORK HISTORY: (List most recent first)

Employer (Name/Address) _____

Job Title/Duties _____

Immediate Supervisor _____ Phone _____

Are you still employed there? _____ May we contact them? _____ If not,
Why? _____

Dates of Employment: From _____ to _____

Employer (Name/Address) _____

Job Title/Duties _____

Immediate Supervisor _____ Phone _____

Dates of Employment: From _____ to _____

Continued on next page.

Employer (Name/Address) _____

Job Title/Duties: _____

Dates of Employment: From _____ to _____

REFERENCES:

List name, address & phone of three references and years known. Please do not list relatives.

1.) _____

2.) _____

3.) _____

List any agricultural background/experience: _____

Other related experience: _____

Date available for employment _____

Person to contact in case of emergency _____

PHYSICAL RECORD: List any physical defects that may be a hindrance to your work performance for the position you are interested in. _____

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. I certify that all statements made within this document are true to the best of my knowledge.

Signature of Applicant _____ Date _____

TITLE: Shared FOSA Technician

Allocation Hours 2080

DEFINITION:

This position is responsible for performing technical duties for the Miller, Morgan and Laclede Soil and Water Conservation Districts. Work involves providing technical assistance to district landowners and cooperators in the area of soil and water conservation. This position requires the employee to have the ability to certify, design, and technically sign cost-share claims for certain conservation practices based on NRCS design standards and specifications. Work is performed under supervision from the District Conservationist. The technician will work at least 200 hours in another county besides the host county annually.

The funding and placement of this position will be based on the need for additional certification and the ability to sign cost-share claims in that specific county/region and approved by the Department of Natural Resources, Soil and Water Conservation Program Director. In order for a district to receive this funding, verification will be performed assessing that individual's skills in certifying conservation practices requirements of the NRCS Field Office Technical Guide and receive approval from the Department of Natural Resources, Soil and Water Conservation Program Director. Certification can be obtained in the following areas. Nutrient Management, Pest Management, Structure Design, Pipeline/Irrigation Design, Grazing Management, Woodland Management and Accounting and Cost-Share Data Entry. – See attached Progression Line.

This position will have a 90 day probation period that can be extended at the board's discretion.

Duties and Responsibilities:

Advises landowners on installing and maintaining soil and water conservation practices within the Soil and Water Conservation District.

Responsible for planning, staking, designing, and check-out of conservation practices while following Soil and Water Districts Commission policies and NRCS design specifications.

Responsible for the technical certification and signing of cost-share claims of certain practices based on NRCS design standards and specifications.

Assists with various district programs and activities.

Assists with Farm Bill programs.

Responsible for report writing and developing conservation plans.

Performs district's annual maintenance follow-up on completed conservation practices.

Performs duties in accordance with the cooperative working agreement between NRCS, the Soil and Water District's Commission and the Soil and Water Conservation District Board.

EXAMPLES OF KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer systems and software.

Knowledge of current environmental issues, principles, techniques and terminology.

Ability to navigate NRCS computer programs (ArcGis, Toolkit, Engineering, etc.)

Ability to use NRCS Engineering Field Manuals and Field Office Technical Guide to design practices.

Ability to read, interpret, and apply soils data, aerial photos, topographic maps, policies, standards, and specifications for use in laying out conservation practices.

Ability to effectively demonstrate soil-sampling procedures.

Ability to use and maintain technical field equipment (i.e.: GPS, survey equipment, soil probe, etc).

Ability to keep accurate technical notes documentation practice information.

Ability to establish and maintain working relationships with co-workers and the public.
Ability to communicate effectively.
Ability to work independently and to exercise sound judgement and discretion.
Ability to accurately complete assignments within specific time frames.
Ability to work outdoors under all types of weather conditions.
Ability to travel over rough terrain.

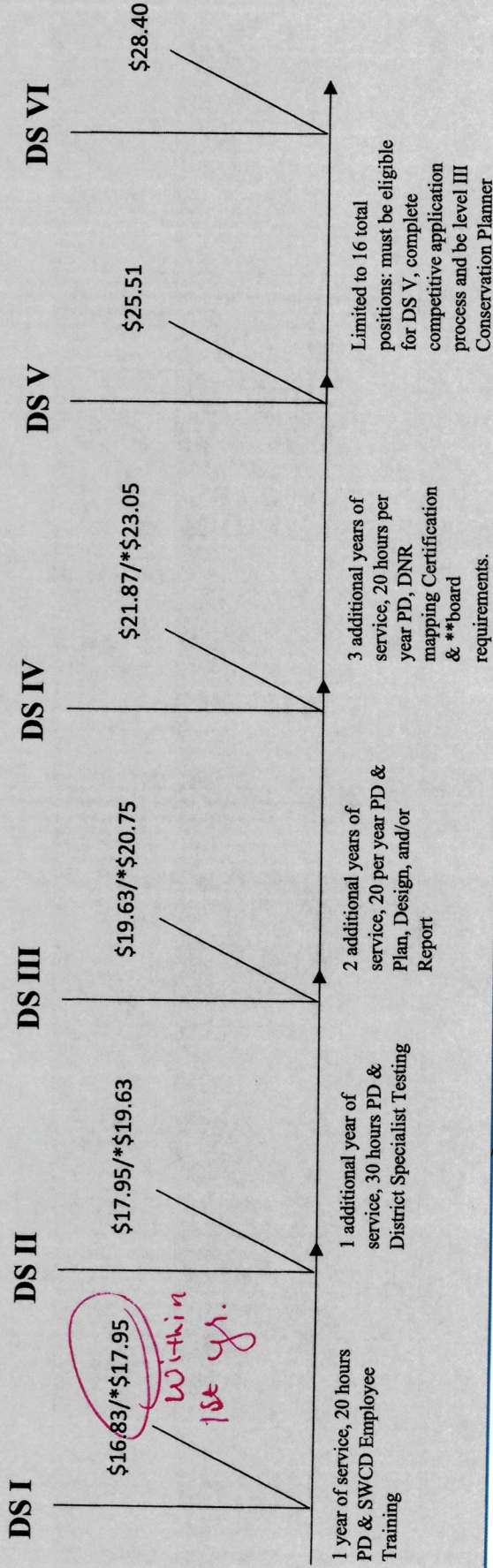
Insures that all agency and district assistance and services to landowners are provided without regard to political affiliation, race, color, religion, sex, marital status, age, handicap, or national origin.

EXPERIENCE AND EDUCATION QUALIFICATIONS:

Salary, experience and qualification will be based on the attached progression line.

District Specialist Progression

Start \$16.00



*Higher amounts reflected for levels I-IV are for shared employees

**Board requirements are:
Minimum of 6 meetings with a quorum and 6 cumulative hours of approved training obtained by the board in the last 12 month period.

State Stipend only increased at the quarter (July 1, Oct. 1, Jan. 1, and Apr. 1) and if all requirements have been met and appropriate documentation is received. In order to receive any stipend increase an employee must have a satisfactory performance appraisal within the last 12 months.

Fulfill 2 out of 3 categories and attend Grazing School

| District Specialist Testing (Must pass 5 of 7) |
|---|
| <ul style="list-style-type: none"> Conservation Practices Soils Basic Survey Conservation Planning District Operations Financial MoSWIMS |

| Plan |
|--|
| Conservation Planner Level 1 |
| Design |
| Engineering Job Approval (Level 2) OR Grazing Job Approval OR Nutrient Certification OR Ecological Sciences |
| Report |
| Document Management System |

See the Progression Line Appendix for more details.