

Position Description District Specialist I

This position is located in the NRCS Ste. Genevieve Field Office, 711 Pointe Basse Drive, Ste. Genevieve, MO. The District Technician is employed by the Ste. Genevieve Soil and Water Conservation District and is under the day to day supervision of the NRCS personnel.

I. DUTIES

A. Soils

1. Describe horizons of a soil profile and how they are used in the mapping of soils.
2. Read soils map and look up soil series from the map.
3. Find brief soil descriptions for any given soil series.
4. Pull interpretive data for any soils series from Soil Survey Book.
5. Determine percentage of slopes using a clinometer.
6. Measure a slope length.
7. Be able to read and interpret a soils test.

B. Cartography (Map Reading)

1. Use a plat map to find a given farm.
2. Write simple legal descriptions.
3. Orient the photo to north and locate a given point on the photograph.
4. Utilize Arc GIS and LiDar for Surveying and Design of Conservation Practices

C. Planning

1. Use Conservation Desktop to find a producers conservation plan and to pull the case file.
2. Use a checklist to check the contents of a case file and be able to put together a complete comprehensive case file.
3. Read and interpret a conservation plan and be able to put together a conservation plan.
4. Correctly record progress in Conservation Desktop, in the case file and in PRMS.
5. Use RUSLE to calculate soil loss.

D. Engineering

1. Demonstrate the proper care and maintenance of engineering equipment.
2. Set up engineering equipment for use.
3. Check a survey instrument for accuracy.
4. Complete a bench level survey utilizing correct note-taking procedures.
5. Define engineering terminology commonly used in NRCS.
6. Measure horizontal distances using pacing and chaining.
7. Perform survey and layout on simple engineering practices within the work area.
8. Describe engineering job approval authority process
9. Perform a simple design on the common engineering practices in the work area, including any design performed on the computer.
10. Stake a contour line.
11. Independently run a survey rod and survey level.
12. Set and describe a temporary benchmark.
13. Determine when a grass seeding is adequate.

E. Livestock Operations

1. Describe the type(s) of livestock operations in the assigned work area(s).
2. Identify the major forage species used in livestock operations.

3. Describe how grass grows and what happens when overgrazing occurs.
4. Determine when animal waste management systems should be a part of a resource management plan.

F. Cropland

1. Describe the major crops and cropping sequences in the assigned work area.
2. Measure crop residue.
3. Identify types of tillage equipment used in the assigned area.
4. Describe the parts and use of no till planter and drill.
5. Describe the major agronomic practices that are utilized in the assigned work area.

G. Biology

1. Complete a wildlife habitat appraisal guide (WHAG) evaluation on the indicator species of wildlife on a given farm.

H. Forestry

1. Identify the major trees of importance in the assigned area of work.

I. Water Quality

1. Identify the conservation practices in the assigned work area that have an impact on improving water quality.

J. Communication

1. Write a news article that furthers SWCD goals.
2. Demonstrate proper counter and telephone etiquette.
3. Demonstrate all-around good customer relations.
4. Work harmoniously with fellow employees, the District Board and associated agencies in a continuing effort to accomplish provide assistance to customers.
5. Be able to talk to individuals or groups for information/education purposed to promote conservation practices.

K. Computer Orientation

1. Demonstrate a working knowledge of security operations on the local office computer.
2. Be able to use a computer to perform simple tasks, such has as type letters, check e-mail and prepare technician report.

L. NRCS Programs

1. Explain the NRCS programs that apply to the Gen. Manuals assigned work location(s) i.e. cost share, CO-01, CO-02, PL-566 etc.

M. Rental Equipment

1. Know the purpose of the equipment the district provides for rental.
2. Be able to perform simple maintenance on rental equipment.

EMPLOYMENT APPLICATION

STE. GENEVIEVE COUNTY SOIL AND WATER CONSERVATION DISTRICT

711 Pointe Basse Drive, Ste. Genevieve, MO 63670 573-883-3566

NAME		
ADDRESS		
PHONE #	SOCIAL SECURITY #	
INTERESTS, HOBBIES		
Desired Number of Hours Per Week	Salary or Wage Desired	Date Available

EDUCATION	
High School Attended (Name and Address)	
Years Attended	Graduated
Special Course of Study	
Higher Education	
Years Attended	
Special Course of Study	

WORK EXPERIENCE		List most recent employment first	
Employer (Name and Address)			
Supervisor	Phone	Salary \$	
Job Title and Duties	From:	To:	
Dates of Employment			
Reason for Leaving			
Employer (Name and Address)			
Supervisor	Phone	Salary \$	
Job Title and Duties	From:	To:	
Dates of Employment			
Reason for Leaving			
Employer (Name and Address)			
Supervisor	Phone	Salary \$	
Job Title and Duties	From:	To:	
Dates of Employment			
Reason for Leaving			

REFERENCES

List name, address and phone number of three references and years known:

Describe Your Agricultural Experience

Other Related Experience

ATTACH RESUME AS PART OF THIS APPLICATION

I certify that the statements made by me in this application are true, complete and correct and made in good faith. A false statement on any part of your application may be grounds for not hiring you, or may be cause for dismissal.

Signature of Applicant

Date