

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Soil & Water Conservation District (SWCD)      **Unit:** Conservation  
**Name:** \_\_\_\_\_      **Position Title:** \_\_\_\_\_  
**Class Title:** District Tech      **Class Number:** 74131

**Dept./Div.:** SWCD      **Civil Service Status:** Unclassified  
**Reports To:** SWCD Board      **Employment Status:** Part-time  
**Pay:** Resolution      **FLSA Status:** Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

High School education, experience preferred willingness to learn. Must be able to walk on rough and uneven terrain, strong verbal and written communication skills, self-motivated and possess the ability to work self-directed, knowledge of surveying and use of CAD desirable, must possess a valid Ohio driver's license.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess a valid Ohio driver's license with acceptable driving record and able to maintain insurability under the County's insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Motor vehicle / Light truck, excavating equipment, spraying equipment, surveying equipment, computer, printer, copy machine, facsimile machine, calculator, four wheeler.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING**

**CONDITIONS:** For purposes of ORC 4167.

Periodic - Exposure to hot, cold, wet, humid or windy weather conditions; exposure to constant or intermittent loud noise; works in or around trenches, ditches and other excavations; operates or works in proximity to moving motor vehicles; exposure to bodily waste, tissue or fluids.

The employee is exposed to, use or work with or in the vicinity of general office equipment, noise, lighting, eye strain, ergonomics, electrical hazards, trip hazards, exits, stairways, ramps, shelving, portable fire extinguishers and the general public.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	District Tech	<b>Class Number:</b>	74131
<b>Supervisor's Title:</b>	SWCD Board	<b>Number:</b>	

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

40% (1) Conducts site investigations; prepares field notes and design plans for drainage systems, windbreaks, soil and grade stabilization, bank/shore stabilization, etc. (e.g., subsurface drainage systems, main or lateral surface drainage, farmstead windbreaks, filter strips, grade stabilization structures, grassed waterways or outlets, pumping stations for water control, water control structures, waste storage facilities); provides construction supervision and inspection; prepares and files field observation and inspection reports.

**Knowledge of:** (a)\*; (b)\*; (c); (d); (e); (1); (g); (h).

**Skill in:** (i); (0).

**Ability to:** (k); (1); (m); (n); (0); (P); (q).

40% (2) Provides technical assistance to landowners, conducts preliminary engineering surveys and soil type reconnaissance, makes recommendations for improvements; assists with site layout; locates land boundaries for owners; develops conservation farm and construction plans for landowners; ensures compliance with Soil Conservation Service Technical Guide Reporting Codes; maintains accurate and timely required forms, records, and reports.

**Knowledge of:** (a)\*; (b)\*; (c); (d); (e); (g); (h); (r).

**Skill in:** (i); (l).

**Ability to:** (k); (1); (m); (n); (o); (I); (q).

20% (3) Provides public information and encourages participation in soil and water conservation programs; Provides landowners assistance with vegetation practice information; coordinates conservation tillage program

**Knowledge of:** (a)\*; (h)\*; (h); (r).

**Skill in:** (i).

**Ability to:** (k); (1); (m); (n); (o).

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### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform other duties as assigned by the Board of Supervisors.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) organizational goals and objectives\*; (b) organizational policies and procedures\*; (c) geographic layout of jurisdiction; (d) surveying techniques; (e) topography; (f) drafting techniques; (g) records preparation and management; (h) resource management; (r) farming.

**Skill in:** (i) motor vehicle operation; (j) operation and care of surveying equipment

**Ability to:** (k) define problems, collect data, establish facts and draw valid conclusions; (l) calculate fractions, decimals and percentages; (m) compile and prepare reports; (n) communicate effectively; (o) develop and maintain effective working relationships; (p) travel to and gain access to work site; (q) prepare maps, charts, graphs or plans.