



LAKE COUNTY SOIL & WATER CONSERVATION DISTRICT

408 1ST AVE., TWO HARBORS, MN 55616

P: (218) 834-8370

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Job Posting:	Conservation Technician; Terrestrial Invasive Plant, Native Plant, Forestry
District Location:	Lake County Soil & Water Conservation, Two Harbors, MN
Employment Status:	1.0 FTE (Full-Time, 37.5 hrs./week, per Lake County SWCD Policy)
Benefits:	Health Benefit Option, Retirement Plan, Paid Vacation, Sick and Holidays
Salary:	\$21.56 to \$29.16/hr., depending on experience
Status:	Non-Exempt

Job Description

General activities of the Conservation Technician position include:

- Provide landowner consultation, project design coordination and implementation, and general project management activities for terrestrial invasive plant, native plant, and forestry projects undertaken by Lake County SWCD,
- Assist with terrestrial plant, native plant, and forestry-related projects and initiatives undertaken by the District,
- Provide direct support to private landowners with terrestrial plant, native, plant and forestry questions or concerns, assist with native and tree planting efforts and coordination, prevention and treatment of terrestrial invasive species in the area and work closely with NRCS, DNR, and other partners on forestry and native planting projects in the region,
- Lead and coordinate the Lake County Invasives Team (LCIT) through collaboration with other agencies, landowners, and other entities to execute activities undertaken by the LCIT, including facilitation of the terrestrial invasive species (TIS) quarterly meetings and organize inventory, prevention, control, outreach, and educational efforts in Lake County,
- Represent Lake County SWCD on committees and groups in activities related to forestry, native plants, and terrestrial invasive plants and in other venues as requested,
- Prepare and submit required reporting and financial documents to grant funders. Must be meet deadlines and be organized,
- Perform landowner site visits to assess forest conditions, terrestrial invasive plants, native plants, and/or resource concerns and provide site specific options and recommendations to the landowner.

Work is performed both independently and in a strong collaborative environment. Job duties take place indoors and outdoors at various sites throughout northeastern Minnesota. This position may require travel within Minnesota and work commitments during evening, overnight, and weekend hours.

Minimum Qualifications:

- A degree in natural resource management, environmental science, forestry, biology, or a related field
- Minimum of two years of experience working with native plants, forestry, and terrestrial invasive species inventorying, management, outreach, and education activities.
- Must have prior project management experience.

- Ability to prioritize efforts, delegate tasks, and efficiently manage time to accomplish a variety of tasks
- Ability to work with landowners and persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District
- Ability to manage multiple projects and maintain a high level of efficiency
- Have exemplary written and oral communications skills, demonstrate strong interpersonal skills
- Valid Driver's License

Preferred Qualifications

- Demonstrated success in grant pursuit and administration
- Familiarity with software applications including but not limited to Word, Excel, Publisher, Adobe programs, Eddmaps, ArcMap, and Microsoft Outlook.
- Minnesota Commercial Pesticide Applicator License
- Previous experience working for Soil and Water Conservation Districts and/or the Natural Resource Conservation Service

Lake SWCD is an Equal Opportunity Employer. Candidates will be considered without discrimination for any non-merit reason. Applications will be accepted until May 11th, 2022 at 4:30 P.M.

We reserve the right to re-post the position if needed.

Please email resume, cover letter and three references to tara.solem@co.lake.mn.us or mail a hard copy to:

Lake County SWCD
408 First Avenue
Two Harbors, MN 55616
218-834-8370

Interviews will be held in May.

The position will start in late May or early June.