

Position Description

Employee Name:	Job Title: Resource Conservation Technician
Employee Type: Regular	FTE: 1.0 (40 hours/week)
Hourly Rate: Grade 5 \$19.39 - \$25.20 (DOE)	Supervisor: Bradley Johnson, Resource Conservation Manager
FLSA Status: Non-exempt	FLSA Exemption: N/A
Effective Date:	Date of Last Revision: January 13, 2025

Position Summary:

The Resource Conservation Technician's primary purpose is to assist Conservation Coordinators and Planners in the implementation of conservation practices. The majority of this work focuses on riparian buffer restoration projects and installing in-stream bio-engineered structures. Serves as an integral member of a team of conservation professionals working primarily in the field. The position is primarily in the field and will work on completing fieldwork (planting, controlling weeds, installing in-stream structures, mowing, and watering) and assist other staff in carrying out miscellaneous grant or contract-related tasks as part of the Palouse Conservation District's annual plan of work. This position is a member of the District's team of natural resource conservation professionals working together to enhance and protect natural resources within the District.

Position Qualifications:

Required Qualifications: The education, experience and skills necessary to perform adequately in the position.	Technical Degree (AS/AA) in Natural Resources, Environmental Sciences or closely related field. Qualifying experience may substitute year-for-year for the education requirement. Six (6) months of previous experience working as a field crew member. Physically able to perform field activities for extended periods of time. Strong attention to detail, communication, and organization skills. Experience in operation and maintenance of field tools (i.e. chain saws, brush cutters, power tools). Possess a valid, unrestricted driver's license.
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	Washington Herbicide Applicators license, or ability to obtain within the first month of hire.
Preferred Qualifications: The educational requirements, experience, and skills preferred, but not necessary, to perform in the position.	Bachelor's degree in Natural Resources, Environmental Sciences or a related field. Experience with Arc GIS and other mapping software. Experience with data collection and management. Experience planting native trees and shrubs. Experience mechanically or chemically controlling invasive weeds.

Job Duties:

% of Time	Essential Function	Job Function	Duties
70%	Yes	Field Work and Operations	Complete riparian restoration tasks, including but not limited to: Mechanical weed control, including brush cutting/mowing. Chemical weed control, including mixing and spraying herbicides. Routine watering of restoration sties. Planting native trees and shrubs (bare-root, container stock, and stakes). Harvesting and preparing plant materials. Installing wood/post structures in stream.
5%	Yes	Field Coordination	Work closely with project managers to determine fieldwork needs and weekly schedule of work. Independently manage and track hours, equipment, travel, inventory, etc.
5%	Yes	Tool and Equipment Oversight	Operate and maintain hand tools and small engine machinery. Independently store, track and clean all tools used in the field. Organize warehouse, create tool SOPs, and coordinate replacement of tools with project managers. Independently drive and operate district fleet vehicles. Including general cleaning and assisting staff with any maintenance needs.



5%	Yes	Safety Coordination	Participates in all district safety rules and policies. Provides updates on incident reports and suggestions for updates to safety guidance.
5%	Yes	Resource Conservation Assistance	Assists the Resource Conservation Program with general tasks. This includes but is not limited to, creating maps, making suggestions about planting plans, assisting with Tree Sale coordination, or data entry.
5%	Yes	Education & Outreach	Provide outreach and communicate program and project activities to co-workers, granting agencies, PCD Board of Supervisors, project partners, and the community. Enhance public awareness and knowledge of the value of healthy natural resources, and the need to maintain diverse, productive, and sustainable watersheds.
5%	Yes	Other	Performs other related duties as required.

Knowledge, Skills, Abilities or Competencies:

Knowledge of the District strategic plan, mission, structure, resources, policies and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skill in carrying out clearly defined procedures.

Demonstrated interpersonal, written and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phone and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues in a timely manner.



Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies

Ability to be self-motivated to work individually as well as part of a team

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD’s ever-changing and fast paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, to be open to the ideas of others, work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion in accordance with the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs.
Indicate the rate in which this position will be required to:	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Frequently
Kneel/Crawl	Frequently
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Frequently
Basic Life Functions:	Hear



	See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting the duties are performed in.	Office Environment and in the field with site visits, training, local and out of town travel. Occasional extended hours (including some Saturday's). Outdoor Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dusts:	Occasionally
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Occasionally
Other Working Conditions:	Employee is subject to both inside and outside environmental conditions. When inside the employee is protected from weather conditions. When exposed to outside work, may include exposure to extreme temperature, wet and/or humid variations. Outdoor work is labor intensive and includes hiking, wading in streams, and carrying equipment.

Equipment Utilized:

Desktop computer literacy, to include proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet, and various other software applications used within the district for operations, administration and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

District vehicles and trailer.

Various power tools, i.e. drills, saws, lawnmower, weed trimmer, etc.



Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director of PCD Signature: _____ Date: _____

