

Position Description

Title: Nutrient Management Technician

Nutrient Management Technician

Introduction

Serving in a full-time position the Nutrient Management Technician (NMT) provides outreach, technical and administrative support to local landowners, agricultural producers and other individuals. The NMT will assist the Board of Supervisors, Ohio Department of Agriculture – Division of Soil & Water Conservation (ODA-DSWC), and the Natural Resources Conservation Service (NRCS) personnel in implementing a rigorous Nutrient Management Program. This position will include promoting application of soil and water conservation practices and assisting landowners in fulfilling their responsibilities to protect and to develop all natural resources within the District.

The employee occupying this position is directly responsible to the Board of Supervisors and under the direct supervision of the District Administrator. The employee will adhere to the Wayne Soil and Water Conservation District personnel employment policy. The employee will carry out responsibilities as assigned by the Supervisors. The Supervisors, Ohio Department of Agriculture - Division of Soil and Water Conservation and the Natural Resources Conservation Service will provide training for the position.

Core Responsibilities:

- Work closely with producers to prepare and implement Nutrient Management Plans.
 - Acquire current Comprehensive Nutrient Management Plan (CNMP) certification.
 - Read, evaluate, and understand soil test reports.
 - Understand manure management systems.
 - Basic knowledge of general agronomy, crop rotation, and fertility recommendations.
- Take inventory, review, and update current CNMP's on file. Review and evaluate Nutrient Management Plans submitted by Technical Service Providers (TSP's).
- Assist landowners on proper land application techniques given site specific soil and crop conditions. Evaluate manure applications to verify NRCS standards are followed. Understand application rates and have basic knowledge of a variety of equipment utilized for manure applications.
- Work closely with local agri-businesses, co-ops, and agencies to coordinate manure management education events and to promote effective nutrient management practices.
- Make site investigations, recommend best management practices, and record field notes.
- Supports District technical staff on engineering surveys, design, and construction.
- Promote the application of soil and water conservation practices. Locate boundaries on aerial

photographs of lands to be planned; prepare land use maps; and use GIS and other technologies to measure field acreage.

- Assist landowners and producers in applying vegetative practices by giving advice and on-site assistance in the proper method rates of seeding as well as maintaining pasture legumes, grasses, and cover crops.
- Assists landowners and producers in developing and applying conservation cropping systems.
- Make changes in conservation plans as the need arises. Performs various duties to facilitate the promotion of conservation practices.
- Works harmoniously with fellow employees and the district board in a continuing effort to achieve the annual and long-range goals of the district.
- Actively participate in the safety program in the field office and in staff conferences, training meetings and inspections. Meets all safety requirements and all applicable OSHA safety standards that pertain to essential functions of the job.
- Prepare and maintain forms and assist the technical staff in maintaining field office records and in preparing reports. Prepare and submit all necessary reports required by SWCD, NRCS, FSA, ODA, OFSWCD, OSWCC and OEPA. Maintain records as required by the SWCD and the Ohio Soil and Water Conservation Commission.
- Perform public relations duties including assisting with radio programs, news releases, and newsletters. Explain the district's conservation program to the public. Assist staff in conducting tours, conservation field days, educational meetings, and related activities.
- Assist with complaints related to animal waste and erosion run-off. Prepare reports to ODA-DSWC, OEPA, and ODNR - Division of Wildlife. Work with landowners and producers to correct problems.
- Demonstrate regular and predictable attendance.
- Maintain required licenses and certifications
- Perform other duties as assigned.

Qualifications:

- BS in Agricultural related field, or associate degree with equivalent experience working in livestock or crop production related field. Extensive job experience may be considered in lieu of a degree.
- Current college students in their last year of coursework pursuing a related degree may be considered and are encouraged to apply.
- Strong written and verbal communication skills including the ability to talk one-on-one with

producers.

- Ability to work in inclement weather and walk in farm fields. Must be able to lift 50 pounds.
- Person occupying this position must pass a federal background check to be able to use the NRCS computer network for training and to access Toolkit and cooperators files.
- This position will require extensive fieldwork and the ability to traverse steep terrain by foot.
- A valid, State of Ohio, driver's license is required for this position, and the incumbent must be insurable under the District's policy.
- All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe manner and will be of a nature to reflect favorably on the Wayne SWCD Board of Supervisors and staff.

ADA Compliance:

Reasonable accommodation will be made for qualified individuals.

Disclaimer:

Duties and responsibilities are not intended to be fully comprehensive and are subject to change. This job description does not constitute a contract of employment, and Wayne Soil & Water Conservation District is entitled to exercise its employment-at-will rights at any time.

EEO Statement:

Wayne Soil & Water Conservation District is an Equal Opportunity Employer. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information, military and veteran status, and any other characteristic protected by applicable law."

Scope and Effect of Work:

Upon discussion with the landowner or producer, the employee will independently make updates and changes to conservation plans and manure management plans. The employee will notify NRCS and District staff of such changes as decisions are made.

The employee makes surveys for and assists the landowners/producers in applying practices, which require the expenditure of considerable time and money on their part. Mistakes or errors in judgment by the employee could result in a large personal loss to landowner/producer and could also have a serious effect on the acceptance and adoption of the conservation program by other producers. Good judgment and understanding of human nature is needed when working with people. The employee must have the ability to say "no" and explain the reasoning behind their decisions without angering the producer/landowner.

Personal Work Contacts:

The Nutrient Management Technician works with individual landowners and producers assisting them in applying conservation practices on their land. They work with groups of land users assisting

the district in conducting group meetings. They answer the telephone, meet office customers, and furnish information requested and/or make appointments to render assistance. They assist the district in developing and maintaining good working relationships with local, state, and federal government agencies and organizations. They make frequent contact with local contractors in connection with conservation practice application work.

Adopted by the Wayne Soil and Water Conservation district Board of Supervisors as recorded in official records dated.

Wayne SWCD, Chairman

_____ Date