



# MIDDLE NIOBRARA NATURAL RESOURCES DISTRICT

303 E Hwy 20  
Valentine, NE 69201

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## MIDDLE NIOBRARA NATURAL RESOURCES DISTRICT JOB DESCRIPTION

### **Watershed Coordinator Technician**

**Position Classification/Labor Code:** Full Time – Non-Exempt

**Immediate Supervisors:** Watershed Coordinator and General Manager

**About the Position:** The Middle Niobrara Natural Resources District (MNNRD) is seeking a full-time, motivated individual to help promote, assist, and educate producers and landowners about best management practices for maintaining clean water, healthy soils, and a sustainable landscape. This position will be challenged with developing ways to mitigate soil erosion, excess sedimentation, channelizing, downcutting, infrastructure damage, nutrient loading, and water quality issues. The position provides technical assistance to producers and landowners on conservation issues, the variety of available programs and funding through different agencies, the available funds and practices through grant funds, and operation and maintenance of implemented projects. Furthermore, the position will assist the Watershed Coordinator in grant work through Nebraska Environmental Trust (NET) and Nebraska Department of Environment and Energy (NDEE) 319 Water Quality funding, quarterly, semi-annual, and final grant reporting, working with and implementing best management practices in accordance to the Water Quality Management Plan (WQMP) established in 2016, and working with watershed planning efforts through the Watershed Flood Prevention and Operations (WFPO) Program in the Long Pine Creek Watershed (LPCW), Brown County, NE and the Cherry County WFPO Watersheds A, B, and E, Cherry County, NE. The position will also work directly and indirectly with the U.S. Army Corps of Engineers (USACE) in permitting (404 and Nationwide), legalities, and requirements for projects.

**Additional duties and responsibilities:** The position will also assist the MNNRD in facilitating all natural resource programs such as tree planting, fabric installation, site prep, flagging, inventory, woody biomass program, compositing program, and grant administration. The position will assist the MNNRD in facilitating all water programs such as chemigation checks, water quality/quantity samples, and static water level checks. The position will also assist the General Manager in performing informational and educational activities such as radio shows, newsletter information, school events, range judging, land judging, expos, county fairs, Etc.

**Knowledge, Characteristics, and Skills Preferred:**

- Strong understanding of the agriculture industry, current practices including EQIP, CRP, NDEE 319 Best Management Practices, other partner programs and funding (Nebraska Game and Parks, Pheasants Forever, U.S. Fish and Wildlife Service Partners Program, Etc.), and Agricultural Conservation.
- Strong computer skills and using ArcGIS, Word Document, Excel, PowerPoint. Etc.
- Identifying problem areas and providing technical assistance.
- Communication skills with technical and non-technical individuals, MNNRD Staff, and MNNRD Board of Director's.
- Conduct operation and maintenance on construction projects
- Grant writing and administration.
- Desire to help bring accomplishments by being self-directed and taking initiative.
- Working independently, establishing work priorities, and managing time effectively
- Having Accountability
- Familiarization with EPA/NDEE 319 plan and process.
- Familiarization with the WFPO planning process.

**Special Requirements and Conditions:**

- A Current driver's license valid in Nebraska and good driving record. Will need to be insurable.
- Will be required to obtain and maintain the Chemigation Applicator License, Natural Resource Groundwater Technician License, and Private Pesticide Applicator License.
- Attendance at meetings as needed or requested. May include MNNRD Board of Director's Meetings, Committee Meetings, or other job-related meetings. Out of town overnight travel will be required, as necessary.
- Willingness to complete work outside of normal business hours (8AM-5PM).
- Have or gain knowledge of Federal, State, and Local Laws, regulations, and rules relative to all natural resource management programs.
- Carry out other duties as assigned by the General Manager and MNNRD Board of Director's.

**Essential Functions and Associated Physical Abilities Include:**

- Ability to operate motor vehicles, including passenger cars and trucks, in urban and rural setting.
- Ability to operate tractors, equipment, and perform maintenance.
- Ability to lift 50 – 100 lbs.
- Ability to navigate county plat maps and use of soil surveys.
- Ability to drive and backup gooseneck trailers.
- Ability to operate tractors, equipment, and perform maintenance.
- Ability to manage a spreadsheet.
- Ability to work with and use GIS, GPS applications, and computer data management.
- Ability to work safely.
- Ability to work outside in a variety of terrain and weather conditions including summer heat and winter cold, and at construction sites.
- Ability to follow technical specifications, guidelines, and directions.

**Eligibility Requirements:** Any combination of education, experience, and personal characteristics may be considered to determine the eligibility for which an applicant can qualify. Experience and desirable characteristics may be substituted for education at the discretion of the General Manager.

**Education:** The educational requirement to qualify for this position is an associate degree and a valid driver's license. A bachelor's degree in natural resources, sciences, wildlife management, forestry, horticulture, botany, agronomy, engineering, construction management, surveying, and precision ag is preferred and/or other degrees would be considered.

**Experience:** The experience necessary to qualify for this position would be of satisfactory employment with an agency, consulting firm, or an organization involved with conservation and/or resource management. An agricultural ranch, or outdoor related background would also be beneficial.

**Salary and Benefits:** Formal/on the job training will be provided and part of the position requirement. Salary will be based upon prior education and experience. The MNNRD offers a full insurance and retirement package. Annual leave, sick leave, and comp time are offered.

**Application:** Applications will be accepted until September 3<sup>rd</sup>, 2021. Applicants should complete the application of employment form available on the MNNRD website at <https://www.mnnrd.org/general-application>. Once completed, please print, and include: resume, signed cover letter, and contact information for former employers and 3 professional references. If you would like an employment application mailed or emailed to you or have any questions regarding the position, please contact the MNNRD office at 402-376-3241. Applications can be mailed to:

Middle Niobrara Natural Resources District  
C/O: Chandler Schmidt  
303 E. Highway 20  
Valentine, NE 69201

Applications can also be emailed to Chandler Schmidt, Watershed Coordinator-MNNRD at: [cschmidt@mnnrd.org](mailto:cschmidt@mnnrd.org)