

## Job Posting

**Job Title** Conservation Technician - State Prog Admin

**Job ID** 35499

**Location** St. Paul

**Full/Part Time** Full-Time

**Regular/Temporary** Limited

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### Logo

BWSR is the state soil and water conservation agency, and it administers programs that prevent sediment and nutrients from entering our lakes, rivers, and streams; enhance fish and wildlife habitat; and protect wetlands. The 20-member board consists of representatives of local and state government agencies and citizens.

### Job Details

**Job Class: State Program Administrator**

**Working Title: Conservation Technician**

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 09/10/2019

**Closing Date:** 09/23/2019

**Hiring Agency/Seniority Unit:** Board of Water & Soil Resources

**Division/Unit:** Resource Conservation Section

**Work Shift/Work Hours:** Day Shift

**Days of Work:** Monday - Friday

**Travel Required:** Yes

**Salary Range:** \$19.46 - \$28.15/hourly

**Classified Status:** Unclassified

**Bargaining Unit/Union:** 214-MAPE

**Work Location:** St Paul

**Employment Condition:** Full-Time, Limited

**Anticipated Start Date:** October 2019

**Anticipated End Date:** September 2021

**FLSA Status:** Non-Exempt

**[Connect 700 Program Eligible:](#)** No

### Job Summary

## Job Summary

This position assists in the development and maintenance of conservation and restoration design guidance, tools, and outreach associated primarily with vegetation management for conservation practices and lands. The scope can include a wide variety of tasks and products associated with establishment and management of planned vegetation and prevention or eradication of detrimental vegetation.

Responsibilities include:

- Development of program technical guidance, tools, and outreach regarding vegetation and landscape ecology for Clean Water Fund programs, Lawns 2 Legumes program, the Conservation Reserve Enhancement Program, wetland banking, the Minnesota Buffer Law, and other BWSR programs.
- Development and maintenance of BWSR policies, procedures, guidance, and outreach focused on effective vegetation management and long-term care of BWSR funded projects and practices and general programmatic outreach and communications.
- Lead development and maintenance of technical documents related to landscape resiliency, climate adaptation, pollinators, buffers, wetland restoration, state seed mixes, and “what’s working” information, and assist associated outreach.
- Represent BWSR at public meetings and interagency teams, and give presentations at public meetings, and address inquiries concerning protection of surface waters, groundwater and drinking water, and BWSR activities to respond to climate change so that accurate and timely information is provided.

## Qualifications

### Minimum Qualifications:

- Secondary education degree in Natural Resources, Environmental Science, Resource Conservation, or a closely-related field.
- Knowledge of landscape ecology and vegetation including ecological and restoration design methods, storm water practices, and the establishment of pollinator habitat.
- Ability to be self-motivated, plan, and work independently.
- Ability to use Microsoft Word, Excel, PowerPoint, Adobe InDesign, and Adobe Photoshop, and other applicable software to develop and/or maintain information, guidance, tools, and outreach materials.
- Communication skills sufficient to lead and facilitate public and private meetings, convey information accurately, stimulate feedback and discussion, and confirm decisions made.
- Ability to establish and maintain effective relationships with a variety of customers, including state, local and federal agency staff, board members, and private individuals.
- Ability to present, discuss, and explain controversial matters in a professional manner, orally and in writing.

### Preferred Qualifications:

- Knowledge of fiscal and political processes related to water and soil conservation.
- Ability to evaluate, interpret, and develop sound recommendations for complex scientific, technical, and programmatic issues related to statewide wetland and soil and water conservation.
- Successful participation of the State of Minnesota Star of the North Fellowship program.
- Experience with page layout and developing outreach materials including but not limited to Adobe InDesign.

## Physical Requirements

Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. This job may require walking or standing to a significant degree on rough terrain or may involve sitting most of the time with pushing and pulling of arm and/or leg controls.

## Additional Requirements

This position requires an unrestricted Class D Driver's License with a clear driving record.

It is policy of the Department of the Natural Resources that all candidates submit to a background check prior to employment. The background check may consist of the following components:

1. Employment Reference Check
2. SEMA4 Records Check
3. Criminal History Check
4. Education/License Verification

### Application Details

## Why Work For Us

The Minnesota Board of Water and Soil Resources (BWSR) provides critical connections to local government units, federal agencies and other state agencies for conservation on private lands in Minnesota. BWSR administers a number of grant and conservation easement programs, and provides other support to local government units for water and soil conservation, water quality and wildlife habitat.

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page and submit an application/resume that clearly describes how you meet the qualifications listed above. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to <http://www.mn.gov/careers>.

## Contact

If you have questions about the position, contact Tom Gile at [tom.gile@state.mn.us](mailto:tom.gile@state.mn.us).

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### AN EQUAL OPPORTUNITY EMPLOYER

The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.

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