



## Job Description

<b>Position Title:</b>	Nutrient Management H <sub>2</sub> O <sub>h</sub> io Technician	<b>Department:</b>	Wood SWCD
<b>Reports to:</b>	District Administrator	<b>FLSA Status:</b>	Non-exempt
<b>Incumbent:</b>		<b>DAS Class:</b>	Unclassified

### Position Overview

Under the general supervision of the District Administrator, the H<sub>2</sub>O<sub>h</sub>io Technician is responsible for promoting and implementing conservation programs, maintaining accurate recordkeeping and working with the general public and coworkers.

### Essential Duties and Responsibilities

Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. Responsibilities and duties include, but are not limited to:

- Actively promotes conservation initiatives and the mission of Wood County Soil and Water and Water Conservation District.
- Nutrient management plan development and implementation in coordination with Agriculture professionals and producers.
- Implement and manage ODA H<sub>2</sub>O<sub>h</sub>io program in Wood County including verification of producer BMP's, contracts and applicable payments.
- Enters district activities and data into the Ohio Department of Agriculture (ODA) reporting software systems:
  - Responsible for providing support and handling requests received through the H<sub>2</sub>O<sub>h</sub>io program.
  - Promotes and educates stakeholders on all support options through the H<sub>2</sub>O<sub>h</sub>io program.
  - Maintains H<sub>2</sub>O<sub>h</sub>io program updates with public and participants.
  - Ensures maintained records are accurate.
  - Prepares monthly reports for the Board of Supervisors as required.
- Implements goals and objectives as assigned in the Wood County SWCD annual plan of work.
- Assists with other District programs, events, and outreach projects based on area of expertise.
- Attends, and may present at, internal and external meetings and events.
- Adheres to the Wood County SWCD employment policies and all local, state and federal regulations.
- Pursues continuous education and professional development opportunities as identified and directed.
- Must continuously maintain a valid driver's license, automobile insurance, and good driving record.
- Occasional local and overnight travel may be required.
- Additional duties and responsibilities to be assigned as necessary.

### Physical and Environmental Factors:

The incumbent may be exposed to the following:

- Lifting/Carrying up to 50 pounds
- Hazardous exposure: N/A

### Skillsets

- Understanding soil properties, erosion processes, water cycles, and their impact on land use and conservation.
- Skills in analyzing soil and water data, interpreting results, and making informed recommendations based on findings.



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Technician

**Department:** Wood SWCD

**Reports to:** District Administrator

**FLSA Status:** Non-exempt

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**DAS Class:** Unclassified

- Knowledge of best practices for soil erosion control, water conservation, and sustainable land management.
- Ability to prepare reports, technical documentation, and recommendations based on field data and research.
- Maintaining accurate records of project progress and data.
- Understanding and applying relevant local, state, and federal regulations related to soil and water conservation.
- Proficiency in using software for data management and other specialized tools.
- Knowledge and understanding of governing rules, ORC, working agreements, regulations and strategic plans specific to Wood County SWCD and Department of Agriculture, Division of Soil Water Resources, Natural Resources of Conservation Service, Farm Service Agency and other conservation organizations.

### Minimum Requirements:

- Education: Associate degree or equivalent; associate degree in agriculture, natural resource management, environmental science, aquatic biology, hydrogeology or related field preferred.
- Experience: Minimum two years of experience in customer service.

I understand the above duties are not all inclusive and may be changed as needed. I further understand that if I have questions, including reasonable accommodations for a disability, I must ask my supervisor for clarification.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Revised November 2024

### Approval:

\_\_\_\_\_  
Board Chairman

\_\_\_\_\_  
District H<sub>2</sub>O Technician

\_\_\_\_\_  
District Administrator

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Adopted by the Wood County Soil and Water Conservation District Board of Supervisors as recorded in the official minutes on \_\_\_\_/\_\_\_\_/\_\_\_\_