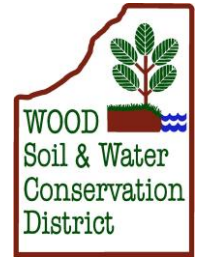


# Wood SWCD

1616 E. Wooster St. Suite 32  
Bowling Green, OH 43402

419-354-5517 #4  
wcdswcd@woodswcd.com



February 5, 2026

**District Technician** with the Wood Soil and Water Conservation District (SWCD) located in Bowling Green, Ohio. This is a full-time position with a minimum Associate degree or equivalent; degree in agriculture, natural resource management, environmental science or related field preferred. Minimum two years of experience working with ag equipment, preferred to have experience with GIS and AutoCAD related equipment and programs.

## **Position Overview**

Under the general supervision of the District Administrator and Lead Technician, the District Technician is responsible for technical assistance on conservation and natural resource planning initiatives. The right person must be self-motivated to have a strong work ethic, know and appreciate the local agricultural communities, and be able to manage multiple projects at once. Detailed record keeping and strong communication skills are necessary.

Subject to a six-month probationary period, pre-employment drug testing and background check. Valid Ohio driver's license and insurable under the district's automobile policy are required. Salary commensurate with experience. Full-time benefits include enrollment in the Ohio Public Employee Retirement System, health insurance plan and paid leave, holidays and sick leave. Working hours are 8:00 a.m. to 4:30 p.m. with ½ hour unpaid lunch, Monday through Friday.

A position description and job posting can be found at [woodswcd.com](http://woodswcd.com). Reply with cover letter, resume and three references by March 13, 2026 by mail to Wood SWCD, 1616 E. Wooster St; Suite 32 Bowling Green, Ohio 43402 or by e-mail to [wcdswcd@woodswcd.com](mailto:wcdswcd@woodswcd.com). Equal Opportunity Employer.



# Job Description

**Position Title:** District Technician  
**Reports to:** District Administrator  
**Incumbent:**

**Department:** Operations  
**FLSA Status:**  
**DAS Class:** Unclassified

## Position Overview

Under the general supervision of the Lead Technician and District Administrator, this employee is responsible for technical assistance on conservation and natural resource planning initiatives.

## 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 Conservation District including conducting field visits to meet with landowners, assess conservation needs and support implementation of conservation practices.
- This position, under the supervision of the Lead Technician, is responsible for District's rental equipment. This individual will assist landowners in delivery, set-up and calibration of the equipment as requested
- This individual will perform regular maintenance on District owned equipment.
- Advise landowners on conservation practices to reduce erosion, protect water quality and improve habitats.
- Assists with survey and design of conservation practices.
- Implements goals and objectives as assigned in the Wood County SWCD annual plan of work.
- Enters district activities and data into Ohio Department of Agriculture (ODA) reporting software systems.
- Assists with other District programs, events, and outreach efforts.
- Attends and presents 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 as assigned by the Lead Technician or District Administrator.

## Physical and Environmental Factors:

The incumbent may be exposed to the following:

- Lifting/Carrying up to 25 pounds
- Exposure to extreme weather while outdoors
- Hazardous exposure: maneuvers over rough and steep terrain on foot when working outside.

## 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.
- Knowledge of best practices for soil erosion control, water conservation, and sustainable land management.
- Assist in preparation of reports, technical documentation, and recommendations based on field data and research.



# Job Description

**Position Title:** District Technician  
**Reports to:** District Administrator  
**Incumbent:**

**Department:** Operations  
**FLSA Status:**  
**DAS Class:** Unclassified

- Maintaining accurate records of field observations, 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, GIS, AutoCAD and other specialized tools.
- Knowledge and understanding of governing rules, ORC, working agreements, regulations and strategic plans specific to 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:** Bachelor’s degree in agriculture, natural resource management, environmental science, or related field required, associate’s degree accepted.
- **Experience:** Minimum two years of experience working with ag equipment. Prefer experience with GIS, AutoCAD related equipment and programs.

### Salary Range:

- \$21.00-\$23.00 per hour commensurate with experience

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 February 2026

### Approval:

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

\_\_\_\_\_  
District Technician

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

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

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