



# OKEECHOBEE SOIL & WATER CONSERVATION DISTRICT

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1-855-464-1972 Fax

452 Highway 98 N  
Okeechobee, Florida 34972

## POSITION VACANCY ANNOUNCEMENTS

Release Date: June 7, 2018  
Closing Date: Open until position filled

TITLE: Ag Conservation Technician-Osceola County PAY: \$15.14-\$16.35/hr

TITLE: Ag Conservation Technician-Okeechobee County PAY: \$15.14-\$16.35/hr

DEPARTMENT: Soil and Water Conservation District  
REPORTS TO: District Program Manager  
Headquarters: Kissimmee or Okeechobee

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### POSITION PURPOSE & OBJECTIVES:

This is a technically oriented position which will operate in a team environment with field personnel from the Okeechobee Soil and Water Conservation District, Florida Department of Agriculture and Consumer Services (FDACS) and the Natural Resources Conservation Service (NRCS). This is a multi-county position covering the Northern Everglades and Estuaries Protection Plan area that promotes Best Management Practice programs to agricultural producers.

### ESSENTIAL JOB FUNCTIONS:

Please see attached detailed scope of work attached.

### KNOWLEDGE, SKILLS & ABILITIES:

#### Knowledge & Skills:

Knowledge of Florida Department of Agriculture and Consumer Services Office of Agriculture Water Policy programs and functions, Knowledge of District and U.S.D.A. Natural Resource Conservation Service procedures and functions. Knowledge of and skill in reading and interpreting a variety of maps, plans, aerial photographs and other cartographic records. Ability to make decisions in accordance with departmental rules, regulations and policy. Skill in the use of computers and ability to learn new programs as needed.

Mariano Corona  
Seat 1, Chairman

Nicki Smith  
Seat 2

Donald Sellers, Jr.  
Seat 3

Douglas Burnham  
Seat 4

Glynn Rutledge  
Seat 5



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## Physical Abilities:

Ability to communicate orally. Ability to hear telephone, callers' voices and others. Use of near vision. Ability to sit at work station for continuous periods of up to four hours. Ability to stand and walk including over soft or uneven outdoor surfaces, for periods of up to four hours. Ability to operate a motor vehicle for up to four hours continuously.

**WORKING CONDITIONS:** Indoor work in an office and outdoor field environment. Travel required. Minimal overnight.

## MINIMUM QUALIFICATIONS:

Graduation from an accredited high school or possession of an acceptable equivalent diploma. Possess or actively working towards higher education in agriculture, natural resources and/or environmental science preferred. Equivalent work experience may be substituted.

**SUCCESS FACTORS:** The individual filling this position should be detail-oriented, assertive and self-directed. This person should also enjoy interaction with the general public and have a sincere interest for agriculture and natural resources.

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I have read and understand this position description.

Name:

Date: Effective: 9/2016



# OKEECHOBEE SOIL & WATER CONSERVATION DISTRICT

## District Conservation Technician Deliverables

### 1. Make Contacts with Agricultural Producers

The Technician shall conduct pre-enrollment contacts and on-farm visits with producers. Pre-enrollment contact may be through phone calls, site visits, workshops (e.g., setting up a BMP booth) and other means to introduce the concept of BMPs and the BMP programs and explain the advantages of enrolling in and implementing BMPs. During onsite assessments of production areas to be enrolled, the Technician shall help producers determine the applicable BMP practices.

#### **Minimum Performance Standards:**

Make at least **30** producer contacts per quarter- at least **15** of these contacts per quarter shall be onsite field visits at the producer's farm, ranch or nursery. This could include initial outreach, answering questions related to BMPs and agency programs, and technical, production, or environmental protection related issues. Contacts can be made in person, by phone, e-mail, or mail.

Contacts with agricultural producers shall be recorded on the TECHNICIAN ACTIVITY LOG AND TIMESHEET, Rev. 04/16 (Attachment A) Due to the OSWCD Program Manager by the 5<sup>th</sup> of each month for the previous month's work.

### 2. Submit Notice of Intent to Implement (NOI) BMPs and Change Form

The Technician shall assist agricultural producers in enrolling in the relevant FDACS adopted BMP program by completing the BMP checklist and filing the appropriate NOTICE OF INTENT TO IMPLEMENT (NOI) BMPs as determined by the Field Representative pursuant to Title 5M, Florida Administrative Code. The Technician shall provide guidance to producers regarding which BMPs are applicable to their specific commodity type and conditions. The Technician shall also assist producers in completing and submitting the form titled, Change Form to Notice of Intent to Implement BMP and/or Association BMP (Attachment E) for their NOIs, including assessing newly enrolled production areas, as applicable. The Technician shall receive training and guidance from FDACS on how to assess a property and enroll a producer.

#### **Minimum Performance Standards:**

Submit at least **16** NOI enrollments or NOI change forms each quarter. Forms are due by the 10<sup>th</sup> of the month to the appropriate FDACS personnel.



# OKEECHOBEE SOIL & WATER CONSERVATION DISTRICT

The number of NOIs and NOI change forms shall be recorded on the TECHNICIAN ACTIVITY LOG AND TIMESHEET, Rev. 04/16 (Attachment A).

### 3. Conduct Implementation Assurance (IA) site visits

The Technician shall conduct Implementation Assurance visits according to priorities set by FDACS. The purpose of IA visits shall be to observe the level of BMP implementation by enrolled producers and provide feedback to them, using the FDACS form provided. The assigned Technician and the producer shall sign the IA forms completed on these visits.

#### **Minimum Performance Standards:**

Make at least **12** BMP Implementation Assurance visits per quarter - such contacts do not count toward producer contacts in Deliverable 1 above. The Technician shall submit evaluations of IA visits on electronic copies of FDACS OFFICE OF AGRICULTURAL WATER POLICY - BMP IMPLEMENTATION EVALUTION (Attachment 0), to FDACS/OAWP email: OAWP IAForms@FreshFromFlorida.com by the 30th of each month.

The number of IA visits shall be recorded on the TECHNICIAN ACTIVITY LOG AND TIMESHEET, REV. 04/16 (Attachment A)

### 4. Provide Cost-Share Assistance

The Technician shall inform producers of BMP-related assistance programs offered by FDACS, the water management districts, and other entities as applicable. This includes making referrals to Mobile Irrigation Labs (Mils) in their areas for irrigation system evaluations.

The Technician shall assist producers who are participating in FDACS cost-share programs. This will primarily pertain to on-site equipment or project completion verification, and the completion and submittal of a BMP Certification/Request for Reimbursement form with supporting documentation.

#### **Minimum Performance Standards:**

The Technician shall assist with at least **6** FDACS cost-share agreements per quarter, subject to available cost-share funding. The number of FDACS cost-share assists shall be recorded on the TECHNICIAN ACTIVITY LOG AND TIMESHEET, REV. 04/16 (Attachment A).



# OKEECHOBEE SOIL & WATER CONSERVATION DISTRICT

## 5. Participate in staff training

The Technician shall undergo any needed training in order to increase understanding of FDACS-adopted commodity-specific BMPs, promote consistency in conducting onsite BMP assessments/enrollments, conduct BMP Implementation Assurance site visits, and enhance effectiveness in working with producers to provide education and technical assistance. This training may include events conducted by the FDACS/OAWP, University of Florida, Institute of Food and Agricultural Science (UF/IFAS) Extension workshops, or other professionally conducted training events relevant to the understanding and communication of agricultural BMPs and BMP technologies applicable to the commodities with which the Technician is working.

Travel to any training or meeting that requires overnight travel or registration fees in excess of \$100 shall be pre-approved by the FDACS Project Manager.

### **Minimum Performance Standards:**

The Technician shall attend at least **4** training(s) **per year**. The number of training events shall be recorded on the TECHNICIAN ACTIVITY LOG AND TIMESHEET, REV. 04/16 (Attachment A). Along with the Activity Log the Technician shall include meeting agendas and attendance sheets or other documentation of presence.

For more information contact : Audrey Kuipers, Program Manager  
863.763.3169 ext 3237  
a.kuipers@okeechobeeswcd.org

Download Application at: [www.okeechobeeswcd.org](http://www.okeechobeeswcd.org)