



Illinois Valley Soil & Water Conservation District
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Watershed Technical Specialist

General Summary

This is a full-time, at-will, non-exempt position which serves as Watershed Technical Specialist for the Illinois Valley & Two Rivers Soil and Water Conservation Districts. This position is responsible for providing technical, programmatic, and administrative support for the district by assisting in the development and implementation of conservation plans and projects, including water quality monitoring, riparian restoration, and developing educational and outreach materials and activities as part of the water quality improvement and conservation efforts for the Oregon Plan and the Inland Rogue Regional Agricultural Water Quality Management Plan.

Currently this position is offered on a temporary basis only, through June 30, 2027. This position is funded by grant(s) and contingent upon the ability to secure additional and continual grant funding. The position may be discontinued at any time, contingent upon workload, budget limitations or other factors.

The Watershed Technical Specialist must have strong organizational and time management skills; field and data management skills; the ability to work independently and as a part of a team; and be able to communicate effectively with landowners, partner entities, and coworkers.

Supervision Received

The Watershed Technical Specialist reports to the District Manager. Work is accomplished independently with technical guidance provided by the Natural Resource Conservation Service, Oregon Dept. of Fish and Wildlife, ODA, various technical and resource manuals, and specialists. This position acts on behalf of the Illinois Valley SWCD Board of Directors, within the authority delegated by the Board, and this description and is governed by the policies of the District Personnel Policy Manual. The District Manager conducts the performance evaluation for this position. There is a 180-day probationary period for a new employee.

Civil Rights

The incumbent of this position will perform all duties in a manner which consistently demonstrates fairness, cooperation and respect toward co-workers, office visitors, government agencies and all others during the execution of official business. This position will be performed in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Job Functions, Duties, and Performance Requirements

- Provides technical assistance to senior staff in implementing water quality monitoring plans, including sample and analysis plan design; monthly field sample collection; and data entry.
- Provides technical assistance to landowners and managers regarding water quality and other natural resource concerns. Communicates and works directly with landowners through direct one-on-one contact, or casual communication (telephone, written or faxed correspondence or email).
- Assists landowners and operators to develop new or upgraded voluntary conservation plans by incorporating the principles, methods and techniques of soil and water conservation, related sciences including agronomy, hydrology, livestock management, biology, engineering, and others as required.
- Aids the NRCS staff with conservation planning, contracting, implementation of USDA-funded landowner projects, and other assignments as directed.
- Assists with grant writing for funding for Illinois Valley and Two Rivers SWCD projects and programs.
- Assists with implementation of conservation projects as applicable or as ability allows; including, but not limited to, fence construction, procuring willow and cottonwood stakes for planting, planting native plants, monitoring, data entry, as well as oversight of the contracted implementation of any of these activities, as necessary.
- Conducts outreach and develops educational material on water quality, conservation, and other natural resource issues, and/or assists the district board and staff in these activities. This includes, but is not limited to, developing newspaper and newsletter articles, generating soil reports, facilitating workshops, seminars, fairs, and conventions, and speaking at meetings of other associations, agencies, schools to provide information on water quality/natural resource conservation, along with District goals, objectives, and projects.
- Participates in office meetings with directors, district employees, NRCS employees, and any other agency employees as needed to coordinate work efforts and prioritize where technical assistance will be provided.
- Meets all reporting requirements of work completed in the appropriate method to the Board, Oregon Department of Agriculture, NRCS reporting system, Oregon Watershed Enhancement Board, Grant Providers, etc. All reports shall be submitted in a timely manner to coordinate with the district's requirements and requests for funds.
- Provides a written monthly report of work activities/progress for monthly District Board meetings. Will provide an accurate monthly mileage report and bi-weekly timecard, with accurate description of duties performed.
- Self directed, motivated, can conduct work responsibilities in a professional manner either independently or as part of a team while maintaining a positive, cooperative relationship with co-workers. Participate in On-the-job and professional education/training events (workshops, seminars, courses, etc) to improve technical skills and knowledge related to water quality and conservation planning and assistance.
- Participates in meetings with landowners or operators and agencies with jurisdiction over proposed activities to provide information and assist in resolving issues.

- Performs other related duties as requested by the Watershed Technical Specialist (District Manager).

Qualifications

- An Associates' or Bachelor's degree with major course work in natural sciences, natural resource management, agricultural sciences, soils, water quality, or a related discipline is preferred.
- A minimum of 1-2 years' experience working for a natural resource's management-related agency, organization, or corporation is preferred but not required. Volunteer, student, or other work experience may substitute for paid work experience.
- Good oral and written communication skills are required.
- Experience in collecting field data, especially soil and water-related data, and maintaining field notes as required.
- The ability to use a computer for information entry and retrieval, correspondence, development of data spreadsheets, graphs, maps, and conservation practice design is required. Must be proficient with Microsoft Excel, Word, and PowerPoint; working knowledge of ArcGIS is helpful.
- Education or experience in public communications or community outreach that includes working one-on-one, in group settings and/or public speaking is beneficial.

Job Conditions

- This is a full-time (32 hours per week) position.
- This is a temporary position. Position will terminate at the end of June, 2027, pending availability of additional grant funds to continue the position.
- No overtime is allowed unless pre-approved by the District Manager and SWCD Board-appointed Supervisor.
- Compensation is \$20-\$25 hourly to start (DOE), with a pay raise after successful completion of the 6-month probationary period. An additional monthly medical insurance stipend of \$250 is available after successful completion of the 180-day probationary period.
- This position involves work both in the field and in the office.
- Fieldwork will include working in and around such locations as farms and dairies; rivers, streams, and ponds; properties with dense vegetation or woodlands; and other areas with steep, slippery, muddy, rocky or other hazardous terrain. Appropriate attire shall be worn for these occasions.
- Office work may include working at a desk, using a computer, or standing at a table.
- This position may require travel to conferences, workshops, training sessions, and daytime and evening meetings outside the office. Travel may be outside the normal workday and training sessions may last up to one week.
- To perform the duties of this position, the Watershed Technical Specialist must have a valid Oregon driver's license and a good driving record. Although the District has a vehicle, occasional use of the employee's own vehicle may be necessary (available reimbursement is based on mileage).
- The Watershed Technical Specialist shall perform all duties in a prudent and sensible manner, following established protocols that ensure health and safety