

**CASCADIA CONSERVATION DISTRICT**  
**JOB DESCRIPTION**  
for  
**Resource Technician**

***Nature and Purpose of Position:***

The purpose of this position is to provide technical assistance to the District staff to implement natural resource restoration, enhancement, and education and outreach activities. All projects have been identified as priority actions in the District's Long Range, Annual and/or specific project plans.

This position will be under the direction and guidance of the Executive Director and will carry out the directives of the Cascadia Conservation District Board of Supervisors. Day to day supervision will be provided by the Executive Director or a designated Resource Specialist II or Project Coordinator II.

***Major Responsibilities:***

- Provide assistance to the Executive Director and/or Resource Specialist II or Project Coordinator II as requested to fulfill the District's Annual and Long Range Plans.
- Represent and promote *the District's mission and policies* in all work related activities.

***Typical Duties:***

- Collect and disseminate natural resource data in accordance with District, state and federal guidelines and as District programs may require.
- Assist District and partner agencies and landowners with project implementation.
- Develop and maintain resource inventories and conservation practice implementation evaluations as needed for projects.
- Assist with public outreach efforts about conservation and natural resource issues.
- Provide technical/field assistance as needed for project implementation and monitoring efforts, including but not limited to, site maintenance, irrigation, contracting support and construction oversight for project implementation.
- Assist with development of conservation/farm plans and producer recommendations.
- Write project reports as requested, including monthly and quarterly reports.
- Assist with developing and writing grant applications.
- Provide technical assistance to the public as needed.
- Maintain effective records for projects.
- Other duties as assigned.

***Minimum Qualifications:***

- Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices.
- Very strong organizational and written/verbal communication skills.
- Strong knowledge of MS Office applications (Word, Excel are essential). Basic competency with GIS software is preferred.
- Must have demonstrated ability in handling multiple projects and the capability of working with diverse individuals and small groups.

*August 17, 2017*

- Must be able to work in remote and rugged locations under a variety of weather conditions, traverse difficult upland and instream terrain, and carry field equipment necessary to complete required job tasks.
- Must have a valid driver's license.