

If you are interested in applying for the Harrison/Scott County District Soil Conservation Technician position, please completely fill out a job application, submit a resume, high school transcript or college transcript, if applicable.

Return to:

**Harrison County Conservation District
103 Rodgers Park Dr.
Cynthiana, KY 41031**

***If you have any questions please call (859) 234-5876 ext 3 or email kayleigh.evans@ky.nacdnet.net**

***We will be accepting applications through April 30th, 2021**

Thank you.



Harrison County Conservation District

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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Harrison County/Scott County Soil and Water Conservation District
Soil Conservation Technician (NRCS partner employee)
Job Description

A soil conservation technician is assigned to the field office and services all of the counties within the NRCS work unit. The incumbent is responsible for providing technical support services and scheduling the installation and application of conservation practices. Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers. The work requires review of financial assistance requests under the provisions of federal agricultural programs.

The NRCS Cynthiana Work Unit includes Harrison, Scott, Pendleton, Grant, Owen, Gallatin, Carroll, Boone, Kenton, Campbell, Clark, Bourbon, Fayette, & Jessamine Counties. The partner agreement includes NRCS Cynthiana Work Unit, Harrison County and Scott County. Per the agreement the following job duties are expected to be performed.

District Duties:

1. Conduct Field visits for programs and technical guidance
2. Assist with State Cost Share Programs
3. Assist with Local Cost Share Programs
4. Assist with CAIP Programs
5. Create/Update Ag Water Quality Plans
6. Administer Ky Nutrient Management Plans
7. Assist with 4-H & FFA Land Judging Teams
8. Assist in Conservation Education programs
9. Attend NRCS Boot Camp Training (3 wks in Nebraska), and other trainings as requested.
10. Maintain KACDE membership, and represent the district in a professional manner at association events
11. Perform other relative duties as assigned.

NRCS Duties:

1. Application process assistance for the Farm Bill Programs.

- a. Assist with public information activities providing NRCS guidance and policy for the program application process.
- b. Assist with onsite evaluation in gathering and compiling planning data during the ranking and re-ranking process.
- c. Assist NRCS Natural Resource Planner with the task of gathering aerial photos, land use maps, soil & topo maps, and other pre-planning data in regard to determining resource concerns and needs.
- d. Gathering preliminary engineering designs data to assist in completing cost estimates during the ranking and planning evaluation period.
- e. Gathering photos of the resource concerns and recording them in the NRCS 407 Documentation section located on the shared drive.

2. Planning and Contracting Period Process

- a. Assist NRCS staff with completion of CPA-52 and CPA-52A for Cultural Resources Review requests.
- b. Make preliminary engineering surveys along with gathering designs data for structures contract items.
- c. Gather preliminary planning data for requirement contract items.

d. Assist NRCS-NRP's with toolkit planning process developing of plans, soils, location, and watershed maps; along with other supportive maps and data.

3. Installation of Conservation Practices and Reporting Process

- a. Provide assistance to customers in completing required documentation such as engineering designs, specifications, and paperwork in accordance with the established guidelines.
- b. Assist NRCS staff with completion of survey designs, layout, engineering designs and certification of practices.
- c. Complete construction checkouts of practices to determine that specifications are met.
- d. Gather photos of practices installation and completing photo practice certification and input data on NRCS share drive in 407 documentation section.
- e. Monitor practice installation to ensure that design issues are identified and resolved to minimize impact to implementation practices schedule.
- f. Assist with carrying out annual status reviews or contract reviews to ensure contracts/plans are within policy.
- g. Monitor/follow-up with construction to ensure that practices installation is following the specification guidelines stated within the practices and job sheets requirements.
- h. Performs all duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.
- i. Assist NRCS with news articles regarding to success stories of application of conservation practices.

4. Civil Rights

a. Performs duties in a manner which actively supports civil rights policies regarding personnel rules and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental and physical handicap.

5. Performs other relative duties as assigned, in order to carry-out Farm Bill Program activities.

Performance Review: A formal evaluation will be conducted on three month intervals for the first year, and annually thereon after, by the Harrison County Conservation District Personnel Committee in conjunction with the NRCS Supervisory Natural Resource Manager. Performance will be evaluated against requirements of duties and in completing established training plan (if available). An unsatisfactory performance may result in termination of employment.

****NOTE:** This position has secured funding for 5 years. Every effort will be made to continue an agreement for partner funding beyond this allotted time frame.

Harrison/Scott County Soil Conservation Technician (NRCS Partner – CIA)

Salary

Pay Plan – The Harrison County Conservation District pays employees on the 15th and 30th/31st of each month.

Comp Time – HCCD doesn't pay overtime, comp time is issued instead on an hour by hour basis in excess of 40 hours per week.

Estimated Gross Annual Salary = \$33,280

Benefits

Retirement – HCCD participates in the KRS- County Employee Retirement System. Legislation sets the employer rate on an annual basis, the employee pays 6%.

Vacation Time – HCCD offers full time employees 8 hours per month of vacation leave.

Sick Time – HCCD offers full time employees 8 hours per month of vacation leave.

Holidays – January: New Years Day +1 day, Martin Luther King Day

February: Presidents Day

April: Good Friday (half day)

May: Memorial Day

July: Independence Day

September: Labor Day

October: Columbus Day

November: Veterans Day, Thanksgiving Day & the following Friday

December: Christmas Day +1 day

*Plus any USDA mandated office closures

Employment Start Date: *Estimated June 1, 2021*