

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: SOIL CONSERVATION DISTRICT TECHNICIAN

FLSA STATUS: NON-EXEMPT

**SAFETY SENSITIVE: SUBJECT TO RANDOM DRUG AND BREATH
ALCOHOL TESTING**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform the duties of a soil conservation technician. Duties and responsibilities include greeting visitors and answering telephone calls, providing customer service, preparing, or processing various department documentation, coordinating meetings, conducting research, maintaining records, performing data entry, and the primary responsibility will be carrying out priority activities of the Soil Conservation Department (SCD) and National Resources Conservation Service (NRCS). To include emphasis on Educational Outreach and coordinating for existing C.R.O.P. (Conservation Resources Outreach Program). This position reports to the NRCS District Conservationist and to the Rutherford County Soil Conservation District Board.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Meets and greets clients and visitors entering the USDA Service Center for assistance with an overall positive and pleasant attitude.

Receives calls when needed, greet visitors, and direct to staff members only those contacts needing their attention or service.

Assists with routine matters based on knowledge of NRCS programs and policy and refer other inquiries to appropriate personnel.

Assists Soil Conservation District and District Conservationist to prepare, assemble, and implement short and long-term conservation plans.

Requires a technical knowledge of agronomy, forestry, recreation, soils, water quality, economics, and applicable elements of engineering sufficient to recommend optimum and alternative natural resource development strategies for dealing with complex natural resource concerns in the county.

Assists the NRCS District Conservationist and the SCD Board to formulate and develop programs, plans, measures, and courses of action, which protect or conserve our natural resources.

Assists the SCD Board with issues related to soil and water quality, conservation education, RC&D, and other program, or environmental concerns, at the direction of the district conservationist.

Analyzes complex natural resource concerns and interpretation of social and economic conditions to implement a comprehensive conservation program.

Rutherford County, Tennessee • Soil Conservation District Technician

Assists the District Conservationist in coordination and assembly of various federal, state, and local environmental projects or plans for funding.

Identifies potential sources of funding for TDA, Water Quality, Conservation Education, RC&D, and other programs and assist the District Conservationist in preparing Grant Applications for these funds.

Assists District Conservationist in providing technical advice, assistance, and recommendations to the SCD, City and County Governments, conservation organizations, government agencies, and individual landowner and operators.

Utilizes the NRCS Technical Guides, National, State, and Division office directives, bulletins, manuals, and handbooks to assist Rutherford County SCD with their comprehensive conservation program.

Assists in carrying out a comprehensive educational and information program with children and adults, utilizing conservation promotion items such as Sammy Soil, Ruby Raindrop, Enviroescape, Soil Tunnel, and any other programs and materials appropriate for the promotion of conservation education which includes the C.R.O.P. (Conservation Recourses Outreach Program) program.

Communicates effectively with a wide variety of individuals, groups and organizations of all ages including children.

Explains and advocates measures, plans and objectives at formal and informal meetings involving elected officials, educators, state, county, city and other conservation leaders, news media and representatives from federal, state and county government agencies.

Assists the District Conservationist in working with the Rutherford County agriculture agencies and businesses on special events, current issues, and/or promoting safe, effective, and efficient use of agricultural chemicals and no-till drill.

Assists in all conservation activities including educational activities; these activities may include tree, daylilies, fish sales, field days, poster contests, soil judging, and future activities as they are planned.

Maintains adequate quantities of appropriate materials available for distribution.

Assists in advising NRCS, SCD, and municipal, county, and state governmental units in planning agricultural programs as outlines in current state and federal legislation i.e., Farm Bill, CAFO-AFO etc.

Confers through the District Conservationist with NRCS specialists concerning complex technical assignments.

Submits completed projects for review by the District Conservationist to assure they meet NRCS Technical Guides and are compatible with local, state, and national goals.

Adheres to USDA – NRCS civil rights policies, procedures, and guidelines in servicing clients of the service center. Perform all job assignments to assure the delivery of NRCS, SCD and Rutherford County programs and services are carried out without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

Attend meetings and training as directed by the District Conservationist and/or SCD.

Prepares and completes time, attendance, and leave records and provide to County Mayor's Office in an honest manner as required with a copy submitted to the SCD Board.

Prepares and submit to the District Conservationist and SCD Board of Supervisors, a written monthly report of all upcoming planned activities and a written monthly report of all progress on assigned duties.

Must work hours as scheduled.

Operates a motor vehicle to conduct work activities.

Must complete duties at the workstation or location as assigned by supervisor.

ADDITIONAL FUNCTIONS

Processes work order requests as needed; receives work order requests and routes requests to appropriate person; monitors status of outstanding work; maintains records.

SUPERVISORY CONTROLS

Employee will consult the NRCS District Conservationist and/or the SCD (Soil Conservation District) Office Administrative Assistant concerning disagreements or differences over technical/administrative issues. These issues will be presented to the District Board if not resolved.

MINIMUM QUALIFICATIONS

High School diploma supplemented by 1-year previous experience and/or training involving soil conservation or agriculture related industry. Must possess basic office administration skills including computer operations, customer service, and records management. Bachelor's Degree in Agriculture, Agriculture Science, Environmental studies, Agronomy, or related field is preferred. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/ PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dust, machinery, bright/dim light, or electric currents.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Regular and recurring physical exertion related to seasonal outdoor activities, including walking long distances through rough terrain.

Surface: Rough terrain – including but not limited to concrete, asphalt, dirt, grass, water, dust, dense woods, underbrush, etc.

Estimated Total Hours: 6 per day **Maximum Continuous Time:** 2 hours

2. SITTING

Tasks: Routine office work, travel in vehicles and with machinery and equipment

Estimated Total Hours: 8 per day **Maximum Continuous Time:** 3 hours

3. LIFTING/CARRYING

Objects: Regular and recurring physical exertion related to seasonal outdoor activities, including lifting, and carrying.

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X	X		
11-25 lbs		X	X	X	
26-50 lbs		X	X	X	
51-75 lbs				X	
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Regular and recurring physical exertion related to seasonal outdoor activities, including pushing and pulling.

Height of hands above floor during push: 4 feet

5. CLIMBING

Tasks: Regular and recurring physical exertion related to seasonal outdoor activities, including climbing on rough terrain.

Frequency: Daily

6. BENDING/SQUATTING/KNEELING

Tasks: Regular and recurring physical exertion related to seasonal outdoor activities on rough terrain.

Frequency: Daily

7. REACHING

Tasks: Regular and recurring physical exertion related to seasonal outdoor activities on rough terrain.

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Up/Out	25%	20-30 minutes	20 lbs
21-36"	Up/Out	25%	20-30 minutes	20 lbs

8. WORK CONDITIONS

Employee's work requires regular and recurring physical exertion related to seasonal outdoor on rough terrain. The work involves regular and recurring exposure to conditions associated with normal agricultural operations along with adverse weather conditions such as snow, ice, rain, dust, wind, and sun. Protective equipment is required on any construction or hazardous work site.

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	60 % of time
Outside	40 % of time

9. OTHER JOB DEMANDS

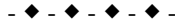
Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED:

Surveying equipment, digital cameras, laser measuring systems, levels, notebook computers, theodolites, analytical or scientific software, database user interface and query software, electronic mail software, map creation software, spreadsheet software.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Hourly
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee Full Legal Name (printed)

Employee Signature

Date