

SHENANDOAH VALLEY SOIL & WATER CONSERVATION DISTRICT

PSNT TECHNICIAN - POSITION DESCRIPTION



We work with the people who work the land.

GENERAL

The Shenandoah Valley Soil & Water Conservation District (SVSWCD) is a political subdivision of the state governed by an eight-member Board of Directors. It covers the counties of Rockingham and Page and the City of Harrisonburg. Under the direction of the SVSWCD Board of Directors and the supervision of the District Manager, the PSNT Technician will perform a range of technical and administrative duties pertaining to the implementation of the SVSWCD's Pre-Sidedress Nitrate Testing (PSNT) Program. Responsibilities include regular contact with farmers requiring judgement and tact. Supervision will be provided by members of the SVSWCD staff. This position is a temporary/seasonal position with work hours typically between 8:00 a.m. and 4:30 p.m. Monday through Friday. The position is considered non-exempt under the Fair Labor Standards Act.

TIME FRAME

- The position will run from late-May through early August with varying hours up to 40 or more per week throughout the employment period.

DUTIES & RESPONSIBILITIES

- Assist with soil sample collection and analysis
- Gather data from farmers/program participants
- Assist with data entry and completion of paperwork
- Be responsible for accurate invoicing, payment receipts, and documentation for sample collection
- Cooperate with federal, state, and local partners (NRCS, FSA, DEQ, DCR, VCE, CBF, VDACS, etc.)
- Adhere to all District policies and guidelines (Rockingham County Personnel Policy & SVSWCD policies)
- Other duties and tasks as assigned by the District Manager and/or other SVSWCD staff

REQUIREMENTS & PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Must be 18 years or older to apply.
- Experience in and understanding of agriculture and agronomic principles
- Proficiency in Microsoft Office computer programs, particularly Excel
- Valid driver's license
- Successful background check
- Regular attendance at work
- Ability to communicate effectively and maintain effective working relationships in a team environment
- Ability to show initiative, accept responsibility, and initiate appropriate actions for work projects
- Ability to multitask, prioritize, and work independently in a fast-paced environment
- Ability to work outside during adverse weather conditions
- Ability to understand, interpret, and use maps, aerial photography, and soils information

PHYSICAL REQUIREMENT(S)

This is operative work requiring the exertion of up to and exceeding 30 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Regular required tasks include sitting; talking or hearing, in person and by telephone; using hands to finger, handle, feel, or operate standard office and maintenance/field equipment; and reaching with the hands and arms. The employee is frequently required to walk and sometimes stand on uneven surfaces; the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl with potential exposure to adverse weather conditions. In addition, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; and learn and apply new information or skills. Visual acuity is required for preparing and analyzing written data, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Specific vision abilities required by this job include close vision and the ability to adjust focus. Tasks require alertness to avoid potential hazardous conditions/situations.

The above statements are intended to describe the general nature and level of work performed by this position. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of this position. Management retains the discretion to add to or change the duties of the position at any time.