



Wetland Specialist Job Opening

Posting Date: 6-23-2018

Employer:

Itasca Soil and Water Conservation District (SWCD)

1889 E Hwy 2 - Grand Rapids, Mn 55744

In office supervisor: Andy Arens, Itasca SWCD District Manager and Water Plan Coordinator

- All Itasca SWCD staff are ultimately accountable to the Itasca SWCD elected board of supervisors (five members).

Employment Classification: Permanent full-time, hourly employee.

From personnel policy handbook: A person hired to fill a board-approved full-time position, work a 2080-hour work year, 80 hours per 2 week pay period, less holidays, earned vacation and sick leave benefits, and is entitled to all fringe benefits provided by the District. Fringe benefits and annual leave are offered after successful completion of a 6-month probationary period; probationary period can be extended an additional 6 months, at the discretion of the Manager and SWCD Board.

Position responsibilities:

- Administer the Wetland Conservation Act (WCA) in Itasca County.
 - Maintain/acquire wetland delineation certification, and a working knowledge of the Mn Wetland Conservation Act.
 - Guide landowners through the permitting process.
 - Perform site visits to make wetland determinations, including wetland type and boundary, and WCA implications.
 - Administer Technical Advisory meetings with Mn DNR Waters, the Army Corp of Engineers, the Mn Board of Water and Soil Resources (BWSR), and Itasca County Environmental Services.
 - Present permit applications and technical advisory findings to the Itasca SWCD Board of elected Supervisors, for final decision.
 - Perform required notifications, and maintain a filing system.
 - Perform mandatory reporting to the state – BWSR.
- Administer the Itasca SWCD annual spring native tree and plant sale.
- Administer contracted Mn DNR ground-water observation well (Obwell) program in Itasca County.
- Primary Itasca SWCD representative on Itasca County Environmental Services Shoreland Alterations permit site reviews.
- Assistance with other SWCD programs, such as water level control weir maintenance, spring river clean-up event, watershed management planning, and grant writing.
- Other duties as time allows, upon request by the District Manager.

Minimum Qualifications:

- Associate degree in natural resource management related field, from an accredited post-secondary school.
- Valid class D Mn driver's license.
- This is an office and field position, primarily office during the dormant growing season, and both office and field during the growing season. The applicant must be capable of working outdoors, often on foot, in various types of terrain, and using various types of hand tools.

Preferred Qualifications:

- Bachelor's degree from an accredited post-secondary school, with degree focus/course work in the Mn Wetland Conservation Act (WCA), and both hydrophytic plant hydric soil ecology and identification.
- Experience with: Interpretation and implementation of the Wetland Conservation Act (WCA), identifying hydric soils, hydrophytic plants, identifying and classifying wetland types, and delineating wetland boundaries.
- Wetland delineation course completion, preferably with receipt of certification.

Work Schedule:

- Year around, Monday through Friday, 8am to 4:30pm (40hrs/wk); two 15 minute breaks and 30-minute lunch daily.
- Occasional evening and weekend days, on flex schedule.

Compensation, Benefits, and Terms:

- Hourly wage: \$16.50 per hour minimum starting; higher dependent on qualifications.
- Eight hours of sick leave accrual per month; accrual starting immediately upon employment, eligible for use during the probationary period.
- Ten paid holidays per year.
- Public Employees Retirement Association (PERA) 6.5% employee contribution and 7.5% SWCD contribution, each two week pay period, starting immediately; employee contribution is deducted from gross pay, but SWCD contribution is in addition to. SWCD contributions are refundable to employee after five years of employment, when vested status is achieved. Employee contributions are refundable prior to vested status, upon leaving the SWCD. Upon leaving the SWCD, PERA contributions can be withdrawn or can remain in PERA.
- 6-month probationary period, which may be extended to 1 year upon discretion of SWCD Board.
 - After completion of probationary period:
 - *Forty hours of vacation leave per calendar year. After successful completion of probationary period, the calendar year balance of forty hours will be credit, and will be available for use. Next milestone is eighty hours of vacation after two years of service.
 - *Employee health insurance; currently, premium paid by SWCD, up to a limit of \$700.00/month.
 - *\$15.00/month dental premium contribution offered by SWCD, for employee participation; premium balance must be paid by employee.
 - *Immediate family members are eligible for participation in the SWCD health and dental insurance plans, at full premium cost to employee.
 - *Employees are eligible to participate in SWCD life insurance plan, at full premium cost to employee.

To Apply:

Provide resume and copy of college transcripts (official or un-official) to:

Andy Arens
District Manager and Water Plan Coordinator
Itasca Soil and Water Conservation District (SWCD)
1889 E Hwy 2 - Grand Rapids, Mn 55744
andy.arens@itascaswcd.org
218-328-3090

Application Deadline: 4:30p.m. Monday July 9th, 2018.

Veteran's Preference:

Veterans and disabled veterans wishing to claim veteran's preference, must indicate such to Andy Arens, in writing, either on their resume or via cover letter/e-mail notification accompanying their resume submission; those claiming veteran's preference must also provide a DD214 or DD215 Veteran verification form. A 100-point system will be used to rank all applicants, based on education, experience, and any relevant certifications. Applicants receiving a minimum qualifying score, and requesting Veteran's preference, will receive an additional 10 Veteran preference points, or 15 Disabled Veteran preference points.

Tennessee Warning:

The information requested in this application process is intended to be used by the Itasca SWCD in determining suitability of employment for the position you are currently seeking. If hired, the information may later be used for consideration for other positions, verification of employment history, or disciplinary action in the event that the information provided is not truthful. You are not legally required to provide any of the information requested in this form at this time. However, failure to provide complete, accurate information may result in the Itasca SWCD being unable to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the Itasca SWCD may be unable to provide the necessary accommodations if you do not provide this information. The information you provide in this application process, that is classified as private data under the Minnesota Government Data Practices Act (MGDPA), will not be released outside the Itasca SWCD without your consent, except as necessary for tax purposes or as otherwise required by state or federal law, or court order. Information that is classified as public data will be released pursuant to the terms of the MGDPA.