



Grant Soil and Water Conservation District

Kenneth H. Delano Agricultural Service Center

721 S. Canyon Blvd. - John Day, OR 97845 - Phone (541) 575-0135

JOB ANNOUNCEMENT

Position: Vegetation Specialist

Solicitation:

Grant Soil and Water Conservation District (District) is seeking applicants to fill the position of Vegetation Specialist, located in John Day, Oregon. This full-time position provides labor, technical and programmatic services to support the successful implementation of District Programs and Projects.

Announcement Materials:

- Position Announcement (This Sheet)
- Position Description (5 pages)
- Employment Application (5 pages)

Application Process:

Submit all specified application materials to Grant Soil and Water Conservation District at 721 S. Canyon Blvd., John Day, OR 97845. For additional information contact Kyle Sullivan, District Manager, 541-575-0135 ext. 111, or sullivan@ortelco.net.

Applicants will be contacted to participate in interviews. Notice of application results will be issued to all applicants by mail.

Application Deadline: 3:00 PM, PDT, May 26th, 2023

Application Evaluation Process: Review of applications will commence immediately after the application deadline and continue until the position is filled. The selection process will include an application evaluation, select in-person interviews, verification of work and educational history, and contact of references. The selected applicant will be required to pass a criminal background and driving record review.

Application Submission Requirements:

Please remit the following application materials.

1. Signed cover letter, not to exceed 2 pages, explaining your qualifications and experience relevant to the successful fulfillment of the functions of the announced position. Refer to item six within the employment application form.
2. Fully complete and sign employment application form, including applicable attachments. Resumes will not be accepted alone, but may be included with the application materials. Transcripts or other associated materials may be submitted with the employment application form.

Application materials may be emailed in PDF format with scanned signatures to sullivan@ortelco.net or mailed or hand delivered to:

Grant Soil and Water Conservation District
Attn: District Manager
721 S. Canyon Blvd.
John Day, OR 97845
Telephone: (541) 575-0135 Ext. 111

It is the applicant's responsibility to ensure application materials are received in full, regardless of delivery method.



Grant Soil and Water Conservation District

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Grant Soil and Water Conservation District is committed to sustainable conservation through leadership, education, planning and implementation of environmentally sound projects to ensure the long term productivity and responsible management of Grant County's natural resources.

Position Description: Vegetation Specialist

Reports to: District Manager
Employment Status: At Will Employee, Full-time
FLSA Status: Non-exempt

Annual Salary Range: \$40,000 - \$50,000 DOE

Benefits: In lieu of benefits, a financial package will be provided at a rate of 25% of the employee's base salary. A Simple IRA match contribution is available, limited to 3% of the employee's annual salary. Sick leave will be accumulated rate of 8 hours per month and vacation leave will be accumulated at an initial rate of 13 hours per month. All Federal Holidays are observed and paid. Reimbursement of expenses (tuition, travel, and time) for accumulation of continuing education credits in support of maintaining required job-related credentials, licenses, or skills.

Background:

Oregon Soil and Water Conservation District Laws (ORS 568.808 to 568.900 and 568.900 to 568.933) guide establishment and operations of Oregon Soil and Water Conservation Districts. Oregon Revised Statute 568.225 establishes the policy of the Legislative Assembly to provide for the conservation of the renewable natural resources of the state and further authorizes Soil and Water Conservation Districts to cooperate with land owners and land managers to conserve, protect and develop those renewable natural resources for the benefit of its residents.

Within the context of these laws the Grant Soil and Water Conservation District (District) seeks funding and hires appropriate staff to effectuate the mandated policy of Oregon Legislature. The Technical Staff Team is a critical component to achieving the goals of the District.

General Position Description:

The Vegetation Specialist is a position within the District's Technical Staff Team to provide labor, technical, and programmatic services to support the successful implementation of District Programs and Projects. This position will principally provide program stewardship and technical assistance to the

Grant Soil and Water Conservation District
Vegetation Specialist Position Description
May 5th, 2023

United States Department of Agriculture's (USDA) Conservation Reserve Enhancement Program (CREP) in Grant County. Field work involving the application of herbicide under the District's Noxious Weed Control Program as well as other vegetation management projects will be a seasonal component of the position.

The Vegetation Specialist must be a self-starter with strong field and data management skills; have the ability to work independently and as part of a team as well as be able to communicate effectively with agricultural and rural landowners and other diverse project stake holders.

This District is a non-taxing subdivision of the State of Oregon and is managed by a five-member board of locally-elected land managers. District financial resources are primarily received through acquisition and implementation of competitive grants and contracts. Long term funding for this position is subject to availability of federal, state, and local government grants and contracts, and therefore cannot be guaranteed.

Supervision Received:

The position is supervised by the District Manager, acting on the behalf of the District Board of Directors, and within the authority delegated by the Board and this job description, and is governed by the established policies of the District. Work performed under the Noxious Weed Control Program will be overseen by the Program Coordinator.

Specific Licensing and Physical Requirements:

- Valid State of Oregon Driver's License and clean driving record.
- Certified Conservation Planner with the Oregon Natural Resources Conservation Service (NRCS). Candidates without this certification will be required to participate in NRCS sponsored training and must obtain within two years of accepting this position.
- Fully qualified to access Federal Information Technology Services and associated equipment, including Federal Vehicle Use.
- Oregon ATV Safety Education Card.
- Possesses a current Public Pesticide Applicator License registered with the Oregon Department of Agriculture, endorsed for Right-of-Way and Regulatory Weed Categories. Candidates without a current Public Pesticide Applicator License will be required to obtain a license within 45 days of appointment.
- Physically capable of lifting a minimum of 50 pounds, accomplish backpack herbicide applications with a 3-gallon sprayer, and endure the rigors of performing noxious weed control activities throughout summer weather conditions.

NOTE: The District supports employees in obtaining and maintaining the specialized training and certifications; qualified candidates who may not possess all the necessary accreditations at the time of application are still encouraged to apply.

General Position Qualifications:

- Any combination of education or experience equivalent to completion of two years of college level course work in the study of weed science, agronomy, horticulture, botany, natural resource management, agriculture sciences, forestry, or a related biological science discipline; OR any combination of education or experience which provides the applicant with the desired skills, knowledge, and abilities required to perform the job.
- Experience in collecting field data and maintaining field notes.
- Good oral and written communication skills.
- Mechanical aptitude and sufficient experience to operate, repair, and make adjustments to spray application equipment in the field.
- Ability to use a computer work station for information entry and retrieval, correspondence, developing data spreadsheets and graphs, mapping, and conservation practice design is required. Must be proficient with Microsoft Excel and Word; knowledge of ArcMap and/or ArcGIS and Outlook is advantageous.

Preferences:

- Plant identification knowledge derived through past job experience or education.
- Previous experience developing and implementing CREP projects.
- Familiarity with safe pesticide use and knowledge of State Pesticide Regulations.
- Pesticide application experience utilizing roadside, field, all-terrain vehicle, and backpack type spray equipment.
- Experience working in the outdoors under inclement weather conditions for extended hours and periods.

Essential Duties and Responsibilities:

- Provide lead technical services to landowners and managers to develop, implement, and monitor the performance of CREP Agreements and associated Conservation Plans in close consultation with Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and related partners.
- Apply technical comprehension of FSA CREP Handbook Procedures and NRCS Conservation planning processes to implement CREP Contracts and related conservation practices.
- Create and maintain an annual work plan to outline the manner by which the CREP program is advertised, developed, implemented, assessed, and updated, including setting and tracking accomplishment goals.
- Accurately track and monitor performance of current CREP Agreements within the program area throughout their duration.
- Prepare and provide regular public outreach to solicit voluntary CREP participation and report accomplishments.
- Work directly with landowners through professional verbal and written communications.
- Perform grant writing and other fundraising tasks and administrative services to actively pursue, obtain, and manage financial resources to support this position, associated CREP activities, and other District Programs.

- Network with applicable conservation entities to expand and leverage CREP Program investments.
- Conduct field inventories to assess CREP Program eligibility, evaluate natural resource concerns and National Environmental Policy Act (NEPA) compliance, formulate appropriate conservation plans, and inspect conservation practice performance.
- Regularly coordinate work activities with supervisor and fellow technical staff to ensure work tasks are distributed, adjusted and completed within designated timelines and priorities.
- Complete work tasks within and monitor specific budgets and timelines, including tracking expenses, matching funds, and deadlines.
- Adhere to District Employee Policies and established procedures, along with those of NRCS and FSA applicable to performance of this Position, as well as safe workplace practices.
- Develop and maintain effective working relationships with other District staff, agency representatives, public officials, the general public, and cooperating private landowners.
- Attend District Board Meetings, and other local, area, and state meetings as needed. Attend training sessions and workshops related to skills development and continuing education. This may involve attendance at evening or weekend meetings.
- Provide customer service and perform administrative duties to support District operations. (e.g. receptionist duties; product sales to public; assist developing program plans and reports; create outreach materials; and perform public presentations.
- Identify and assess noxious weed sites to determine appropriate control options.
- Use Global Positioning System (GPS) devices and Geographic Information System (GIS) computer software to map noxious weed locations and document treatment sites.
- Measure, mix, and load pesticides into equipment according to label instructions.
- Apply pesticides in a safe and effective manner taking into account all risk and environmental factors in accordance with all State, Federal, and local regulations and label requirements.
- Operate, calibrate, and trouble shoot spray equipment and vehicles.
- Assess treatment sites for effectiveness and overall outcome.
- Maintain detailed records in accordance with all State, Federal, and local regulations and District requirements.
- Respond to public inquiries regarding program activities.
- Manual removal of noxious weeds populations by hand pulling, using chainsaws, pruners, string trimmers, and other hand tools.
- Have regular and reliable attendance.
- Support a flexible work schedule during times of optimum noxious weed treatment periods, including required overtime.

NOTE: These above listed duties are intended to illustrate the various types of work performed by the position holder. Omission of a specific statement of duties does not exclude them from the position. The Vegetation Specialist will perform other duties as assigned by the Noxious Weed Control Program Coordinator or District Manager in support of District Operations.

Job Conditions:

- This position is anticipated to work 50% in the field and 50% in the office. Office operation are located in the John Day USDA Service Center.

- The fieldwork will include working in and around such locations as farms and ranches; rivers, streams, and ponds; range and forest lands; and other areas oscillating from urban to extremely remote locations having rough, steep, slippery, muddy, rocky, or other hazardous terrain.
- The office work may include working at a desk; using a computer; or working at a desk or table for long periods.
- This position requires extensive travel to and from field sites. Occasional overnight travel may be involved. In order to carry out these assigned duties, occasional use of the employee's own vehicle may be necessary. Per diem and vehicle mileage will be reimbursed to the employee at the current designated State of Oregon rates.
- Extensive physical exertion is required during field work such as walking, climbing, mixing, spraying, and using technical or power equipment and hand tools, and equipment, supplies, and personnel mobilization and demobilization to work sites.

Hours:

This position is being hired as a Monday-Friday, 8 hrs/day, 40 hrs/wk. Applicant must have the capability to be flexible with work hours during optimum noxious weed treatment periods, including required overtime.

**GRANT SOIL AND WATER CONSERVATION DISTRICT
EMPLOYMENT APPLICATION FORM**

POSITION: Vegetation Specialist

Note: Please print clearly or type in dark ink. This application is a part of the applicant examination process and must be thoroughly completed in order to qualify for consideration. If you need additional space, please attach separate sheets.

1. APPLICANT INFORMATION:

NAME: _____

ADDRESS: _____

CONTACT NUMBER: () _____ EMAIL: _____

Date applicant would be available for employment: _____

Are you employed right now? ☐ YES ☐ NO

If yes, provide employer contact information:

Name: _____

Address: _____

Phone: _____

Do you have the legal right to work permanently in the United States? ☐ YES ☐ NO

If no, please explain.

Have you ever been discharged or forced to resign from any employment? ☐ YES ☐ NO

If yes, please explain.

Can you perform the essential functions of the job for which you are applying? ☐ YES ☐ NO

Do you have a valid State of Oregon Driver's License? ☐ YES ☐ NO

License Number: _____ Expiration Date: _____

2. EDUCATION:

	HIGH	COLLEGE	GRADUATE SCHOOL
School Name(s):	_____	_____	_____

Circle Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
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Graduated? Yes/No	_____	_____	_____
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List Primary Course(s) of Study or Degree(s) Received: _____

3. REFERENCES:

Provide a minimum of three business or professional references familiar with your qualifications and actual work history and abilities.

	Name	Occupation/Relationship	Years Known	Contact Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

4. EMPLOYMENT EXPERIENCE:

Starting with your most recent job, list your last three employers in sequence and describe your associated work experience. List each job separately, including paid, unpaid, and/or military experience. Do not omit any job.

A. Employer: _____ **Address:** _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

B. Employer: _____ **Address:** _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

C. Employer: _____ **Address:** _____

Employed from: _____ to _____
(Month/Year) (Month/Year)

Supervisor's Name and Contact Number: _____

Duties Performed: _____

Reason for leaving: _____

6. SPECIAL SKILLS, QUALIFICATIONS, AND CONSIDERATIONS:

ATTACH A COVER LETTER, NOT TO EXCEED TWO PAGES IN LENGTH, EXPLAINING YOUR SKILLS, QUALIFICATIONS, AND EXPERIENCE RELEVANT TO SUPPORTING YOUR ABILITIES TO PERFORM THE JOB DUTIES OF THE APPLIED POSITION.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify all answers and statements I have made on this application or other supplementary materials are true and complete without omissions. I understand that any false information will be grounds for refusal to hire or for immediate discharge if I am employed.

I hereby authorize the Grant Soil and Water Conservation District to obtain information from my former employers and others in determining my qualifications and suitability of employment and release the Grant Soil and Water Conservation District from any liability that may result from obtaining such information.

I will be responsible for familiarizing myself with all rules and regulations of the employer as they presently exist or are later modified. I recognize my employment can be terminated, at the discretion of the Grant Soil and Water Conservation District, or at my option, without notice, at any time, except as specifically set forth in writing in a current individual employment agreement signed by the Grant Soil and Water Conservation District Manager.

I also understand that no representative of the Grant Soil and Water Conservation District has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current individual written agreement signed by the District Manager or Board of Directors of the Grant Soil and Water Conservation District.

I further acknowledge and authorize, if I am offered employment with the Grant Soil and Water Conservation District, the offer will be contingent upon the outcome of a completed criminal background and driving record review, performed by the Grant Soil and Water Conservation District.

I HAVE READ, UNDERSTAND, AND AGREE WITH THE ABOVE.

BY: _____
Signature of Applicant Date