



Tennessee Department of Agriculture
Land and Water Stewardship
424 Hogan Rd
Nashville TN, 37220

County Soil & Water Conservation District

District Conservation Technician Duties and Responsibilities

****Instructions: Review the list of common duties among the 95 County Soil and Water Conservation Districts and keep the bullet points that are relevant to the position you need. Delete any that do not apply. Delete this section before completing. ****

Technical Assistant Duties:

- Understands all applicable TDA and NRCS programs available to address resource concerns and explains cost share programs and payment procedures to applicants and contract holders.
- Keep an accurate balance of the ARCF funds allocated by TDA.
- Assist in public education outreach events including the role of planner for the events.
- Organize the monthly SWCD board meeting.
- Report to the SWCD board of any new projects or status changes in current projects and request votes when applicable.
- Distribute funding allocated by TDA through contracts and maintain documents required as part of that contract.
- Create and maintain landowner file folders.
- Maintain current mapping of landowner projects and areas of concern.
- Conservation planning work in natural resources to address resource concerns related to Soil, Water, Air, Plants, Animals, and Humans.
- Assist landowners requesting assistance in addressing resource concerns and makes recommendations on Best Management Practices (BMPs).
- Ensures all conservation practices are installed according to NRCS standards and specifications.
- Coordinate with state watershed director on projects and collect proper signatures on projects.
- Coordinate with engineers, archaeologists and biologists when necessary.
- Lesson plan and teach relevant conservation and water quality materials to students of all ages as requested by members of the local board of education.
- Be familiar with and explain a wide variety of in-field tools used throughout the trade including but not limited to a slake test, rainfall simulator, enviro-scape, soil tunnel, infiltration tests, slump tests, water pressure gauges, compaction meter, survey wheel, survey transit and laser level
- Earn and maintain a Conservation Planner certification through NRCS.
- Coordinate the District's equipment rental program, including scheduling, delivery, set up, maintenance, and minor repairs.
- Conduct preventive maintenance on District vehicles (if applicable).
- Photograph BMPs before, during, and after completion. Set up a schedule to review progress at 5-year intervals or as needed by NRCS guidelines.