Position Description

Employee Name:	**Job Title:** Research & Monitoring Technician
Employee Type: Regular	**FTE:** 1.0 (40 hours/week)
Hourly Rate: Starting at $17.36 (DOE)	**Supervisor:** Ryan Boylan, Research & Monitoring Coordinator
FLSA Status: Non-exempt	**FLSA Exemption:** N/A
Effective Date: July 5, 2022	**Date of Last Revision:** July 2, 2022

Position Summary:

The Research and Monitoring Technician's primary purpose is to assist the Research and Monitoring Coordinator in the development and implementation of monitoring programs that assess the effectiveness of conservation practices implemented by the District. Serving as an integral member of a team of conservation professionals working both in the field and office. The position will help plan, organize, and coordinate stream, wetland, soil, habitat, and other monitoring programs and projects; organize and coordinate public events; and assist other staff with grant deliverables and or contract-related tasks as part of the District's annual plan of work. The successful candidate will become a member of the District's team of conservation professionals working together to enhance and protect natural resources.

Position Qualifications:

Required Qualifications: The education, experience, and skills necessary to perform adequately in the position.	Bachelor's degree in Natural Resources, Environmental Sciences or closely related field; OR a technical degree (AS/AA) and 1-year related experience. Qualifying experience may substitute year-for-year for the education requirement. Knowledge of ecological restoration, current agricultural land use practices, resource management issues and challenges, and agricultural best management practices. Experience with Microsoft Suite (Word, Excel, PowerPoint, etc.), and Arc GIS. Ability to communicate effectively both verbally and in writing. Physically able to carry up to 40 lbs. over steep and rough terrain in inclement weather conditions.

	Organized and attentive to detail.. Valid, unrestricted driver's license.
Preferred Qualifications: The educational requirements, experience, and skills that are preferred, but not necessary, to perform in the position.	Experience programing with The R Project for Statistical Computing. Working knowledge of local, state, and federal conservation programs through Farm Service Agency or Natural Resources Conservation Services currently available to landowners such as EQIP, CRP, CREP, etc. Experience installing, maintaining, and using water quality sensors, sondes, and data loggers. Knowledge of watershed management, with an emphasis on hydrology, geomorphology, and stream ecology. Knowledge and experience in processing remote sensing data from Landsat and Sentinel satellites. Knowledge of local plant communities, vegetation monitoring techniques, and metrics, and riparian ecology. Unmanned Aircraft Systems (UAS) pilot; has a current remote pilot certificate (pilot certificate issued under 14 CFR part 61) Experience with ESRI GIS programs (ArcGIS Pro, ArcGIS Online, Survey123, and ArcGIS Collector).

Job Duties:

% of Time	Essential Function	Job Function	Duties
40%	Yes	Technical Assistance and Research	Assist Research and Monitoring Coordinator in planning, organizing, and carrying out monitoring projects and programs on private land. Conduct literature reviews and syntheses. Provide information and assistance to the general public and local landowners on natural resources, and best management practices, with a particular focus on water resources.

			Assist with record-keeping and preparing written progress reports and documenting accomplishments. Assist with writing educational articles, publication of informational brochures, and district quarterly newsletters.
35%	Yes	Monitoring	Organize and coordinate logistics of monthly sampling programs. Assist with environmental data collection, management, and analysis. Coordinate and supervise volunteers, interns, and AmeriCorps members. Maintain proper use of PCD equipment during monitoring, by completing necessary repairs and inventory maintenance.
10%	Yes	Grant Assistance	Assist with grant research, writing, reporting, administration, and management.
10%	Yes	Education & Outreach	Provide outreach and communicate program and project activities to co-workers, granting agencies, PCD Board of Supervisors, project partners, and the community. Enhance public awareness and knowledge of the value of healthy ecosystems, and the need to maintain diverse, productive, and sustainable watersheds.
5	No	Other	Performs other related duties as required.

Knowledge, Skills, Abilities, or Competencies:

Knowledge of the District's strategic plan, mission, structure, resources, policies, and procedures.

Demonstrated computer software skills, including the ability to use office software, such as databases, spreadsheets, and word processing.

Skills in organizing and expressing ideas in oral and written communication.

Skills in evaluating procedures and modifying, if necessary.

Skills in carrying out clearly defined procedures.

Demonstrated interpersonal, written, and oral communication skills.

Ability to analyze complex issues, conduct thorough and appropriate fact-finding inquiries, reason logically, and articulate sound solutions.

Demonstrated ability to effectively operate standard office equipment including computers, phones, and electronic messaging.

Ability to establish and maintain effective and cooperative working relationships within the District, outside agencies, and other organizations.

Ability to maintain confidentiality, to the extent allowed by law.

Ability to instill trust and build consensus.

Ability to effectively handle multiple, complex issues on time.

Ability to make positive and constructive recommendations and take a proactive approach toward promoting more efficient and effective systems and processes.

Ability to understand the priorities of the organization.

Ability to work collegially and collaboratively with diverse internal and external constituencies

Demonstrated commitment to, and experience successfully advocating for diversity and the values of diversity.

High Tolerance for Change – the ability and willingness to work in PCD's ever-changing and fast-paced environment.

Strong Team Attitude and Approach – the ability and willingness to share ideas, be open to the ideas of others and work toward organizational goals and interests.

Systems Thinking – the ability to focus on how an issue being reviewed interacts with the other components of our systems.

Strong Customer Service Orientation – the desire and ability to provide friendly and flexible services that resolve concerns in a timely fashion following the appropriate processes and procedures.

Physical Requirements:

Specify the amount the position will be required to LIFT/CARRY frequently:	Over 50lbs.
Specify the amount the position will be required to PULL/PUSH frequently:	Over 50lbs.
Indicate the rate at which this position will be required to:	
Bend:	Frequently
Twist	Frequently
Squat	Frequently
Climb	Frequently
Kneel/Crawl	Frequently
Reach/Reach Overhead	Frequently
Finger Dexterity/Fine Manipulation	Continuously
Sit	Frequently
Drive	Frequently

Basic Life Functions:	Hear See Speak Stand Walk
Unique Vision Requirement: Indicate any unique vision requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.)	N/A
Work Setting: Indicate the work setting where the duties are performed.	Office Environment and in the field with site visits, training, and local and out-of-town travel. Occasional extended hours (including some Saturdays). Outdoor Environment.
Indicate the level of unique work conditions this position will encounter.	
Extreme Temperatures:	Occasionally
Fumes/Odors/Mists/Dusts:	Occasionally
Confined Areas/Spaces:	Occasionally
Extreme Sounds/Noises/Vibrations:	Occasionally
Potential Hazards Exposure	Occasionally
Other Working Conditions:	The employee is subject to both inside and outside environmental conditions. When inside the employee is protected from weather conditions. When exposed to outside work, may include exposure to extreme temperature, and wet and/or humid variations. Outdoor work is labor-intensive and includes hiking, wading in streams, and carrying equipment.

Equipment Utilized:

Desktop computer literacy, including proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint), the Internet, and various other software applications used within the district for operations, administration, and reporting.

Basic office equipment including telephone, computer, printer, photocopier, etc.

Water quality meters, sondes, and data loggers

District vehicles and trailers.

Various power tools, i.e. drills, saws, lawnmower, weed trimmer.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position, with or without accommodation.

ACKNOWLEDGMENT:

This position description describes the essential functions and qualifications for the position. This document does not exclude an opportunity for modifications consistent with providing reasonable accommodation. This position description is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

Employee Name: _____
(Print Please)

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Director of PCD Signature: _____ Date: _____