

West Multnomah Soil & Water Conservation District

Conservation Technician Position – Duties and Responsibilities

Early Detection Rapid Response Weed Control & Invasive Species Program Support (30-35%)

- Survey properties for target invasive plant species, including navigating terrain using GPS, and recording data using District data tracking methods (i.e., Fulcrum)
- Treat invasive weeds, including with herbicide. Maintain herbicide applicator license.
- Collect and manage field-photos
- Assist with outreach tasks, including phone and face-to-face contact and targeted mailings, which may involve work in GIS; document land manager communications
- Office duties include management of invasive weed observation data, landowner and weed treatment information, and assisting with data tracking and reporting.
- Independently identify native and invasive plants
- Assist with preparation of program maps in GIS, as needed

Survey & Monitoring, other Conservation Program support (30-35%)

- Assist with project and program implementation
- Meet and/or communicate regularly with supervisor and project leads directing daily work
- Conduct basic forest measurements and field inventories to assess forest conditions in coordination with the Forest Conservationist and others
- Conduct vegetation and restoration project monitoring using or adapting the *Unified Monitoring Protocol* in the spring and modified *Enhanced Conservation Reserve Enhancement Program* protocol late in the growing season, to assess baseline conditions, plant survival, project progress and maintenance needs
- Enter and manage monitoring and field inventory data, including photos and GPS points
- Assist in coordinating, supervising, and quality-controlling on-the-ground work by vegetation contractors; identify and recommend needed maintenance and adaptive management at project sites
- Perform additional field and survey work, data collection, and information management as required
- Assist with conservation project planning and GIS map preparation, grant writing and reporting, and preparation of plant orders and vegetation contractor scopes of work
- Review herbicide records and invoices to ensure accuracy and completeness; follow up on findings and enter data for herbicide use near water
- Integrate multiple ways of knowing, including both Western Science and traditional ecological knowledge, in conservation planning and implementation
- Undertake special projects, as directed

Data Management, GIS, and Mapping (10%)

- Assist with geospatial document and data management
- Provide database support and serve as back-up database manger

- Keep conservation program activity up-to-date in database
- Assist with District-wide GIS mapping, analysis and file management
- Create program and project specific maps as noted above

Other Duties (10%)

- Assist with management of conservation project grants, including populating grant tracking spreadsheet and tracking grant deadlines for all tech staff
- Contribute to District outreach and communication efforts, such as creating content for social media posts, e-newsletter, the blog and mailings; occasional tabling at community events; preparing mailings to constituents; and planning for and participation in special events.
- Participate in meetings involving District staff and board members and/or outside entities
- Manage District vehicle fleet
- Administrative and other tasks as assigned

Trainings, DEI Work, and Professional Development (8%)

- Training may include, but is not limited to: attending relevant conferences (CONNECT, CWMA Field Day, etc.), attending Pesticide Applicator credited events, and reviewing literature to stay current on technical knowledge.
- Participate in DEI discussions; use the Equity Lens when making decisions involving constituents, Board, and staff; maintain knowledge on equity issues, especially in regard to the District's work.

Administrative Duties and Staff Meetings (7%):

- Preparation of time sheets, monthly reports, and annual work plan; health plan enrollment and employee handbook review
- Attend meetings (Staff, Tech staff, Board, Annual) and participate in special committees and meetings, as assigned and interest dictates