

# WASHTENAW COUNTY CONSERVATION DISTRICT

## POSITION DESCRIPTION

**TITLE:** Michigan Agricultural Environmental Assurance Program (MAEAP) Technician.

**INTRODUCTION:** The position of MAEAP Technician is a technical position assisting with the implementation of the MAEAP in Washtenaw County and coordinates local, state and federal agency resources to help agricultural producers reduce identified environmental risks in order to make progress toward MAEAP verification.

### DUTIES AND RESPONSIBILITIES:

1. Delivers the Michigan Agricultural Environmental Assurance Program (MAEAP) by:
  - a. Providing on-farm, one-on-one technical assistance, using farm specific risk assessments;
  - b. Conducting education and promotion of MAEAP, and ground and surface water protection through the use of displays, newsletters, group presentations, demonstrations, media releases, and other means;
  - c. Developing conservation or emergency management plans for producers;
  - d. Assisting producers with the implementation of conservation practices;
  - e. Maintaining client confidentiality; and
  - f. Working cooperatively with other technical and administrative staff within the Western Lake Erie Basin.
2. Maintains accurate and well-organized records.
3. Provides timely reports and updates to the Conservation District Manager and Board of Directors.
4. Completes and submits regular reports to the Michigan Department of Agriculture and Rural Development (MDA&RD) through an on-line database.
5. Adheres to grant agreement and guidelines.
6. Completes travel for trainings and meetings, as required.
7. Completes other essential activities as required by MDA&RD grant agreement.
8. Completes other duties related to Conservation District programs, as assigned.

### SKILLS REQUIRED:

1. A minimum of a Bachelor's degree in agriculture, agronomy, animal, crop, dairy, environmental, horticulture, soil science; or natural resources management.
2. Ability to work with a computer and software applications such as Word, PowerPoint, Excel and others.
3. Ability to work cooperatively with co-workers, other agency personnel, producers and the general public.
4. Ability to plan and carry out own work schedule in order to provide assistance and follow-up to customers on a timely basis.
5. Knowledge and skill in written and oral communication techniques and public relations sufficient to explain conservation practices to individual landowners, various agencies, groups and other conservation partners.
6. Must be able to work efficiently both indoors and outdoors in varying conditions and rough terrain; approximately 40% office-related activities and 60% field-related activities.
7. A valid Michigan driver's license and personal vehicle for work related travel.
8. Must pass a federal background check.

### SUPERVISION AND ACCOUNTABILITY

The occupant of this position will perform the aforementioned duties with a minimum of supervision from the Board of Directors. Daily supervision will be provided by the District Manager through regular and special meetings, conferences and oral or written instructions.

The occupant's work will be reviewed and performance evaluated at least annually with the Board of Directors or their designee, using document(s) and/or other materials selected by the Board or their designee. Additionally, direct contact at regular and special meetings and conferences, reports and observations of the effectiveness of work may also be used.

### THIS POSITION DESCRIPTION IS ACCEPTED BY:

\_\_\_\_\_  
MAEAP Technician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairman, Board of Directors

\_\_\_\_\_  
Date