



Chisago Soil & Water Conservation District

38814 Third Avenue, North Branch, MN 55056
Phone: 651/674-2333 | www.chisagoswcd.org

Job Announcement

Seasonal Employee

POSITION LOCATION: Chisago Soil and Water Conservation District – North Branch, MN

POSITION STATUS: Part-time, seasonal

HOURS/DAYS: 10-15 hours per week – May-October – 550 hours maximum

SALARY: \$14 per hour

CLOSING DATE: May 17, 2018 at 4:00 PM

Chisago Soil & Water Conservation District is accepting applications for a Seasonal Employee. This position is responsible for maintaining urban best management practices (BMPs) throughout Chisago County (mainly in the Chisago Lakes area). These BMPs typically include rain gardens and vegetated swales. This individual is expected to maintain an effective and professional relationship with individuals within and outside the organization. The job could be split between 2 people if preferred – please note that on the applications.

PRIMARY DUTIES AND RESPONSIBILITIES

- **Maintenance of BMPs:** Primary maintenance will include, but not be limited to: weeding, replacing plants, installing new projects, replacing mulch, removing trash, trimming plants, removing leaves, and removing built up sediment.
- **Education Programs:** This position may work with landowners to educate them on maintenance techniques of area BMPs
- **Other Duties as Assigned:** This position may be temporarily assigned to assist other district staff with programs as determined by the District Administrator and/or the District Board.

MINIMUM QUALIFICATIONS: Vast knowledge of native, invasive, and perennial plants typically found in Minnesota. Knowledge of the function of best management practices is desired. Must be able to follow instructions and keep detailed records. Qualified applicants will be self-motivated, able to show a commitment to high quality work, and complete projects on schedule. Must have a valid driver's license, good driving record, and access to a personal vehicle. The applicant must be able to lift 50 pounds and be able to work in all weather conditions.

ESSENTIAL SKILLS AND KNOWLEDGE:

- Knowledge of native vegetation establishment and maintenance.
- Knowledge of types of water quality projects that are typically installed in Chisago County.
- Ability to take direction, to work independently with minimal supervision, to set priorities, and practice time management.
- Ability to read and interpret BMP planting plans.
- Maintaining a safe working environment.

WORK ENVIRONMENT: Work involves mainly outside field work. Frequent position changes, lifting, pushing, and pulling requirement more than 50 pounds on a regular basis, exposures not limited to heat, cold, and wet conditions, and use of the senses are necessary in this work.

SUPERVISION: This position is supervised by the District Administrator and reports to other SWCD Staff on a daily basis.

CONDITIONS OF ANNOUNCEMENT: The Chisago SWCD reserves the right to extend or make changes to the content of this position announcement without notification and may at any time withdraw the announcement.

SELECTION PROCESS: Finalist for the interview process will be determined after initial screening and assessment of relevant qualifications provided in the materials submitted. Applicant(s) selected for the interview process will be contacted directly by the Chisago SWCD.

APPLICATION PROCESS:

Application material is available at www.chisagoswcd.org or can be requested by contacting Craig Mell, District Administrator at 651-674-2333 or craig.mell@mn.nacdnet.net.

Applicants must submit a cover letter and completed application by the closing date to:

Craig Mell, District Administrator - Chisago Soil & Water Conservation District

38814 Third Ave | North Branch, MN 55056 | Phone: 651-674-2333 | craig.mell@mn.nacdnet.net