



# West Polk Soil & Water Conservation District

528 Strander Avenue  
Crookston, Minnesota 56716-2912  
Telephone: 1-218-281-6070  
[www.westpolkswcd.org](http://www.westpolkswcd.org)

AN EQUAL OPPORTUNITY EMPLOYER

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## POSITION ANNOUNCEMENT May 2025

POSITION TITLE: District Technician  
POSITION LOCATION: Crookston, Minnesota 56716  
POSITION STATUS/FLSA: Regular Full Time, Monday through Friday (flex schedule available)  
HOURLY PAY RATE: \$24.00/hr. to \$27.00/hr.  
BENEFITS: Starting salary will be dependent on experience and qualifications  
Paid Emergency Sick and Safe Time, paid annual leave, paid holidays, Public Employees Retirement Association (PERA) retirement and health stipend  
STARTING DATE: June 2025 – anticipated start date  
TO APPLY: Email (preferred) letter of interest, resume and completed application to: [nicole.bernd@wpolk.mnswcd.org](mailto:nicole.bernd@wpolk.mnswcd.org) OR mail to West Polk SWCD att: Nicole Bernd, 528 Strander Ave, Crookston, MN 56716  
DEADLINE TO APPLY: Friday, June 6<sup>th</sup>, 2025, 4:30pm. Late application packages will not be accepted

### **POSITION PURPOSE:**

The District Technician position is an employee of the West Polk Soil and Conservation District (SWCD) funded through local appropriations and state grant sources. Work is performed under the direct supervision of the West Polk SWCD District Manager. The District Technician works with landowners, Watershed Districts, Polk County and other units of government to promote, coordinate and implement the conservation practices and programs of the West Polk SWCD.

**Physical Requirements:** The assigned work requires occasional prolonged walking, bending, lifting (up to 50lbs), and stretching on varying landscapes during all types of weather.

### **PRIMARY RESPONSIBILITIES:**

Assists and promote agricultural programs, practices and partnerships for the West Polk Soil Health Program.

- Visit landowners' properties to assess properties for soil health practices.
- Advise landowners on financial and technical support options.
- Obtain the proper Job Approval Authority (JAA) for numerous practices (E.g. cover crops, residue & tillage management, etc.)

Assists and promote agricultural programs, practices and partnerships for the Minnesota Buffer Implementation Program.

- Provide technical assistance to landowners
- Perform site visits to monitor compliance
- Coordinate with landowners and Polk County to bring parcels into compliance and out of enforcement

Assists and promote agricultural programs, practices and partnerships for the West Polk SWCD Tree Program.

- Assist landowners with windbreak/wildlife habitat planting design, species selection, planting/maintenance, disease diagnosis, site management
- Order, procure, maintain and dispense tree stock
- Machine plant trees and maintain vehicles and equipment

Other essential job duties:

- Develop and maintain professional relationships with landowners, coworkers, SWCD board and partner agencies
- Communicate effectively with coworkers, landowners, members of the public, and partner agencies.
- Accomplish work independently with limited supervision
- Attend training, meetings and workshops to develop and enhance skills.
- Assist with educational programs, presentations, promotions, demonstrations, press releases, outreach efforts, and newsletter articles
- Perform other duties as assigned by the District Manager

**\*The above statements are intended to describe the general nature and level of work being performed by people in this position. They are not to be constructed as an exhaustive list of all duties performed by personnel in this position.**

**REQUIRED QUALIFICATIONS:**

- An associate degree or bachelor's degree in applied sciences such as; natural resources, agriculture, hydrology, geology or closely related field.
- Need to have strong written and verbal communication skills.
- Need to be able to plan, prioritize, coordinate, and manage work in an organized manner with minimal supervision
- Proficient in computer applications including ArcGIS, GPS equipment and software Outlook, Internet Explorer and Microsoft Office.
- Experience working with soil and water conservation districts, watershed districts or similar organizations.
- Experience conducting technical support of programs, data management, and implementation of conservation practices.
- Knowledge of design, survey, and construction of erosion control and other conservation practices.
- Familiarity with federal and state landowner incentive programs.

**PREFERRED QUALIFICATIONS:**

- Current USDA NRCS Job Approval Authority in several conservation practices.
- Experience working with soil and water conservation districts, watershed districts or similar organizations.
- Experience implementing conservation projects.

**VETERANS PREFERENCE ACT:**

The Minnesota Veterans Preference Act (VPA) grants most Veterans a limited preference over non-Veterans in hiring and promotion for most Minnesota public employment positions, as granted in Minnesota Statutes 197.48, 43A.11, and 197.455. These statutes may apply to certain spouses of Veterans. The Minnesota VPA Statutes apply to Minnesota public employment, "civil service laws, charter provisions, ordinances, rules or regulations of a county, city, town, school district, or other municipality or political subdivision of this state."

**TO APPLY AND ANTICIPATED TIMELINE:**

To apply, email or mail cover letter, resume and completed West Polk Soil and Water Conservation District Employment application to [nicole.bernd@wpolk.mnswcd.org](mailto:nicole.bernd@wpolk.mnswcd.org) or mail to West Polk SWCD attention Nicole Bernd, 528 Strander Ave, Crookston, MN 56716 by Friday June 6th, 2025, 4:30 pm. Late application packages will not be accepted. Applications may be obtained from the West Polk SWCD office or from the West Polk SWCD website.

**CONDITIONS OF ANNOUNCEMENT:**

West Polk 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. The West Polk SWCD is an Equal Employment Opportunity Employer. Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization.

**DATA PRIVACY**

Minnesota Statute Chapter 13 requires that you be informed of the following about private data requested in the application process. Name, home address, telephone number and email addresses are used to identify and contact you about potential job opportunities. If your name is not provided, we will not process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone. You are not legally required to provide any of the private data listed. SWCD employees and board supervisors involved in the selection process may have access to your private data when their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.

**EEO (EQUAL OPPORTUNITY EMPLOYER)** The Carlton County SWCD is an EEO employer. Candidates will be considered without discrimination to race, color, religion, sex, natural origin, politics, marital status, physical handicap, age or membership or non-membership in an employee organization



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## Application for Employment

*We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any legally protected status.*

For office use only: Application # \_\_\_\_\_

### Personal Information

Name \_\_\_\_\_ Date: \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Title of Position Applied For \_\_\_\_\_ Salary Expectation \_\_\_\_\_

Are you at least 18 years of age? ☐ Yes ☐ no if no, date of birth \_\_\_\_\_

Are you a Veteran of U.S. Military Service? ☐ Yes ☐ No

A. Are you requesting Veteran's Preference? ☐ Yes ☐ No

B. Are you requesting Disabled Veterans Preference? ☐ Yes ☐ No

*If you answered YES to either A or B, you must furnish a copy of your D.D. 214 or other verifying documentation. Preference will not be granted without documentation. Complete the Veteran's Preference Claim at the end of the application.*

### Education and Training

Do you have a high school diploma or GED equivalency? ☐ Yes ☐ No

Do you have education beyond high school or GED? ☐ Yes ☐ No

List all education institutions

Name	Location	Degree	Major Fields

Do you have a Driver's license: ☐ Yes ☐ No

### Special Qualifications

Please list any professional designations, certifications, licenses or registrations relevant to the position you're applying for:

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List other skills or specialized training, which would be of assistance in determining qualifications for employment:

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Describe your interest in working for the West Polk Soil and Water Conservation District:

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**Employment Record** (Start with present or last employer. Please account for the last 3 jobs in your work history.)

Employer 1:

Employer's Name and Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Duties in brief \_\_\_\_\_

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May we contact the employer? \_\_\_\_\_

Employer 2:

Employer's Name and Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Duties in brief \_\_\_\_\_

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May we contact the employer? \_\_\_\_\_

Employer 3:

Employer's Name and Address \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Duties in brief \_\_\_\_\_

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May we contact the employer? \_\_\_\_\_

Please use the space below to summarize any additional information necessary to describe your full qualifications.

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## References

Please provide 3 professional references that we may contact.

Name	Occupation	Phone#

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## CLAIM FOR VETERAN'S PREFERENCE

Did the veteran serve on active military duty without interruption for 181 days or more ☐ Yes ☐ No

If the veteran served on active duty for a period of less than 181 consecutive days, does the veteran meet the minimum active duty requirements for eligibility for federal veterans benefits? ☐ Yes ☐ No

Is the veteran a United States Citizen? ☐ Yes ☐ No

Date of entry into service \_\_\_\_\_ Branch \_\_\_\_\_ Date of release from active duty \_\_\_\_\_

Type of separation ☐ Honorable ☐ Medical ☐ Other

Are you now receiving or are you eligible to receive a monthly veteran's pension based on length of military service ? :  
☐ Yes ☐ No

Disability Claim Number \_\_\_\_\_ Percent of service connected disability \_\_\_\_\_

Currently Existing? ☐ Yes ☐ No State in which filed \_\_\_\_\_

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### INFORMATION DISCLOSURE NOTICE TO APPLICANTS

*In accordance with Minn. Stat. Chapter 13, we must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify you and assist in determining your suitability for the position for which you are applying. The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting District business and as otherwise provided for by law.*

*Data considered public: veteran status, relevant test scores, rank on eligible list, job history, education and training, and work availability. Your name is considered private until you are certified as eligible for appointment to a vacancy or considered as a finalist. All other information on the application is private: Answers to the questions of name, address, and conviction record are legally obligated. Failure to*

*provide information may cause rejecting an application. Providing other private data is not legally obligated; however, not providing the information may impede the hiring process.*

*Have you used another name while employed (Other than name used on the application)? ☐ yes ☐ no If yes, please indicate:*

*364.021 Public Employment; Consideration of Criminal Records*

*(a) A public employer may not inquire into or consider the criminal record or criminal history of an applicant for public employment until the applicant has been selected for an interview by the employer.*

*(b)( This section of the statute has verbiage about Dept of Corrections and employers.)*

*(c) This section does not prohibit a public employer from notifying applicants that law or the employer's policy will disqualify an individual with a particular criminal history background from employment in particular positions.*

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I HEREBY CERTIFY that this application contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, my name will be removed from the register, I will be disqualified from applying in the future for any position under the jurisdiction of West Polk Soil and Water Conservation District and I may be removed from the job after appointment. The foregoing is provided in accordance with the Information Disclosure Notice.

If you have special needs which may necessitate accommodation in the application of interview process, please contact West Polk Soil and Water Conservation District at (218) 281-6070.

Signature \_\_\_\_\_ Date \_\_\_\_\_