Ottawa Conservation District
Position Description: MAEAP Technician

Position Summary

The MAEAP Technician furthers the mission of the Ottawa Conservation District through the administration of the Michigan Agricultural Environmental Assurance Program (MAEAP). The MAEAP Technician is responsible for delivering on-farm technical assistance in Ottawa County, MI. This includes conducting farm-specific risk assessments; coordinating local, state, and federal agency resources to help farmers reduce environmental risks; and assisting farmers in making progress toward MAEAP verification. The MAEAP Technician is also responsible for collaborating with Conservation District staff to promote MAEAP and educate diverse audiences on the importance of sustainable agriculture in Ottawa County.

Primary Responsibilities and Duties

- Coordinate all aspects of MAEAP in Ottawa County and be fully familiar with, and adhere to, the Michigan Department of Agriculture and Rural Development (MDARD) grant agreement and guidelines for conducting the program at a local level.
- Conduct MAEAP risk assessments on Ottawa County farms, greenhouses, and forests as requested by landowners and managers.
- Work with landowners and managers to develop action plans to address any environmental risks identified during assessments.
- Maintain accurate records and a well-organized filing system for those records.
- Promote MAEAP, Clean Sweep, pesticide container recycling, equipment calibration, and other stewardship practices with presentations and displays at District and partner events and through social media, print, and other means.
- Conduct at least one on-farm field day annually that highlights MAEAP and qualifies for MAEAP Educational Credit.
- Assist landowners in developing emergency management plans for their farms.
- Assist individuals with verified Right to Farm complaints, to bring them into conformance with Michigan’s Generally Accepted Agriculture Management Practices (GAAMPS).
- Work closely with the United States Department of Agriculture-Natural Resources Conservation Service (USDA-NRCS) to provide the technical assistance necessary for producers to access and Farm Bill cost-share funds.
- Provide monthly reports and updates to MDARD and the Ottawa Conservation Districts Board of Directors.
- Collaborate with Conservation District staff and external partners to promote MAEAP and educate diverse audiences on the importance of sustainable agriculture in Ottawa County.
- Support Conservation District programs activities, as needed.
- Perform other essential activities as required by the MDARD grant agreement.

Other Functions

- Assists office and Conservation District programs such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep and other duties as assigned by the Ottawa Conservation District Executive Director or Board of Directors.
• Assist with and promote, through public relations, District events as requested by the Executive Director or Board of Directors.
• Assist in the preparation of District records, reports, and annual & long-range work plans.
• Prepare and provide presentations to groups on soil and water conservation topics as requested.
• Prepare news articles of local interest and about general conservation subjects including notices of upcoming events, demonstrations, and workshops.

Working Conditions

The primary workplace is in a typical office setting at the Ottawa Conservation District in Grand Haven, MI. The MAEAP Technician will frequently be on farms, which may involve traversing uneven, boggy, and submerged terrain in a wide range of air temperatures and weather. Typical work schedule is M-F 8:00AM-4:30PM, but events and client schedules may require flexibility, including the need to work some evenings and weekends. The MAEAP Technician may occasionally be in the vicinity of agriculture crews using hand tools, power equipment, and harvest machinery. Occasional involvement in hands-on field work may be required.

Relationships

This position is supervised by the Ottawa Conservation District Executive Director. The Technician will develop and maintain relationships with partner organizations (NRCS, Farm Bureau, Macatawa Area Coordinating Council, and others) to further the mission of MAEAP in Ottawa County.