Ottawa Conservation District
Watershed Technician

Position Description
The Ottawa Conservation District (OCD) is seeking a Watershed Technician. This position will develop and carryout programs to implement grants for addressing various water quality issues in Ottawa County. These projects are described below:

1. Farmland and Water Quality Conservation Initiative: This project utilizes funding through the Natural Resource Conservation Service’s (NRCS) Regional Conservation Partnership Program (RCPP). The project aims to address water quality issues throughout Ottawa County by providing agricultural producers financial assistance to implement conservation practices.

2. Crockery/Sand Creek Restoration Project: This is a grant funded by the Michigan Department of the Environment, Great Lakes, and Energy (EGLE) to mitigate nonpoint source pollution in the Crockery Creek and Sand Creek Watersheds.

3. Pigeon River Watershed Management Plan: This is a grant funded by EGLE to write a watershed management plan for the Pigeon River Watershed in Ottawa County. This will include an inventory of watershed characteristics, resource concerns, and recommendations for practices to address water quality.

Compensation
The Watershed Technician is a 40 hour a week position at $18.00/hour. This position is currently fully funded through 2024, and partially through 2026, with the intention of securing further funding for continuation of full-time employment. The employee will be based out of the Ottawa Conservation District in Grand Haven.

Qualifications
- A minimum of a bachelor’s degree in natural resource management, agriscience, geology and soil health, geographic information systems, or related degree from an accredited college or university.
- Knowledge of and experience working on projects related to nonpoint source pollution issues, agricultural conservation practices, watershed health, and social surveys
- Experience with technical and grant writing, including assembling proposals, submitting reports, and describing project deliverables
- Computer proficiency and experience using GIS software
- Experience in data collection, organization, and management
- Strong organizational skills
- Strong written and oral communication skills with emphasis in public speaking
- Ability to collaborate and develop positive working relationships as well as work independently
- Highly flexible to accommodate range of tasks and expectations
- Employee must possess a valid driver’s license and clean driving record
Responsibilities

Farmland and Water Quality Conservation Initiative – 50%

- Conduct outreach to agricultural producers as requested by landowners to inform them of conservation practices and available financial assistance programs
- Work with county, state, and federal partners to organize outreach events and conduct at least one on-farm field day annually that highlights the Farmland and Water Quality Conservation Initiative
- Create social media posts and build comprehensive marketing campaigns to garner community interest in the RCPP
- Maintain and track engagement totals for events and social media posts
- Provide monthly reports and updates to OCD, NRCS, and partners
- Collaborate with staff and external partners to educate diverse audiences on the importance of sustainable agriculture in Ottawa County

Crockery/Sand Creek Restoration Project – 30% (50% after December 2021)

- Assist staff by providing technical assistance to landowner interested in implementing conservation practices on agricultural lands or replacing impaired septic systems
- Develop a QAPP with EGLE and OCD staff for social monitoring
- Work directly with Grand Valley State University’s Department of Sociology to implement multiple pre- and post- SIDMA surveys in both watersheds
- Develop a final report upon completion of all social monitoring
- Complete and submit quarterly reports detailing project activities, expenditures, and outcomes

Pigeon River Watershed Management Plan – 20%

- Coordinate closely with partners to complete all aspects of the watershed management plan including writing, surveys, data management, and reports
- Complete a final report detailing the outcomes of the project
- Submit an EPA approved watershed management plan to EGLE for approval
- Assist with grant close out functions such as match tracking and documentation, and ensure all invoices and expenses are accounted for

Other Functions

- Assists with office programs such as events, newsletters, walk-in customers, answering telephones, and general office upkeep
- Assist in the preparation of financial records, reports, and annual & long-range work plans
- Prepare press release about upcoming events, demonstrations, and workshops
- Provide general technical assistance to landowners interested in natural resource topics

Working Conditions

Employee will work both in the office and field. Fieldwork will lead to possible exposure of mold, dust, dirt, inclement weather, insect vectors, and disease pathogens. Must have sufficient visual acuity, as well as average agility and dexterity to complete field visits in all safe weather conditions. Office work will take place in Grand Haven in a typical office setting.

To Apply

Send cover letter, resume, and three references as a single PDF to megan.boos@macd.org with “Watershed Technician” in the subject line. Application deadline: