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COLUMBIA SOIL & WATER CONSERVATION DISTRICT
Field Technician Job Announcement
(Non-Exempt)

General Summary

The Columbia Soil and Water Conservation District (District) in St. Helens, Oregon, has an immediate need for a Field Technician. The person in this position will provide technical assistance to Columbia County residents and land managers and assist with outreach duties, such as tabling at local events. This position will support District field staff and partners with field and project work, including, but not limited to, surveying, data collection, photography, project file maintenance, and reporting related to grants and active projects. Candidates for this position are expected to communicate professionally and respectfully with all people regardless of personal differences or personality; be comfortable engaging with the public in person and on the phone; and conduct themselves in a professional and friendly manner at all times when interacting with the public, partners, and others.

This is a 40-hour per week non-exempt position. Work days and hours will normally be 8:30 am to 4:30 pm Monday through Friday, but these may vary depending on the need to attend night and early-morning meetings.

The Columbia Soil and Water Conservation District is a local, governmental agency that operates as a special district of Oregon. The District is run by a board of locally-elected directors, and receives funding primarily through a permanent tax rate, state and federal grants. The District staff provides information, technical assistance, and education to property owners regarding soil and water issues on their land and helps to promote the proper and responsible use of natural resources in Columbia County. The District has no regulatory authority and works with landowners on a strictly voluntary basis.

Supervision Received

The Executive Director will supervise the Field Technician, with day-to-day assignments coordinated with the Senior Habitat Project Manager and other field staff. Most work is accomplished independently with guidance, if needed. The position acts on behalf of the Executive Director and is governed by the policies of the District's Personnel Policy Manual. The Executive Director conducts the performance evaluation for this position.

Supervision Exercised

None

Civil Rights

This position will perform in accordance with all applicable state and federal laws for equal employment and other requirements of civil rights statutes.

Essential Functions of the Job

Technical Assistance

- Provide technical assistance to landowners, residents, and land managers regarding soil and water conservation practices.
- Respond to public inquiries by phone, email, and in person regarding natural resource concerns and conservation opportunities.
- Conduct site visits to evaluate resource concerns and provide conservation recommendations consistent with District and partner priorities.

- Provide information about conservation programs, technical resources, and funding opportunities available through the District and partner agencies.
- Assess and document landowner concerns and site conditions and coordinate with District staff as needed.
- Refer landowners to appropriate local, state, or federal partners when specialized assistance is required.
- Support local watershed councils through technical assistance, participation in site visits, and project consultations.
- Attend watershed council meetings and collaborative planning discussions as requested.
- Provide field observations and technical input supporting watershed restoration and protection initiatives.
- Coordinate with partner organizations, including watershed councils, conservation organizations, and government agencies.

Field Work and Project Development

- Conduct site assessments and collect field information, including photographs, measurements, and observations.
- Maintain records of landowner contacts, site visits, and technical assistance provided.
- Assist with mapping, project tracking, and documentation to support conservation programs and reporting requirements.
- Support grant-funded projects through site visits, monitoring assistance, and documentation.
- Identify opportunities for conservation projects and assist in developing small-scale project proposals.
- Prepare applications for small scale restoration opportunities, including applying for Oregon Watershed Enhancement Board (OWEB) small grants.
- Assist with the implementation and coordination of small grant projects, including project and budget tracking, grant reporting, and monitoring.

Outreach and Education

- Serve as a public-facing representative of the District in community settings.
- Assist with planning and staffing outreach events such as workshops, field tours, volunteer plantings, and presentations.
- Provide educational information to residents regarding conservation practices, watershed health, and stewardship opportunities as directed.
- Represent the District at community meetings, partner events, and educational activities as directed.

Secondary duties

- Participate in District staff meetings, program planning discussions, and committees as assigned.
- Attend District Board meetings as requested and provide program updates.
- Participate in field tours, planning sessions, and partner coordination meetings.
- Operate District-owned or leased vehicles as required.
- Ensure proper use and upkeep of District vehicles and field equipment.
- Follow District safety policies and procedures when conducting field work.
- Perform other related duties that support District operations as needed.

Required qualifications

- Associate degree or coursework in natural resources, environmental science, agriculture, watershed science, forestry, or a related field; or an equivalent combination of education and relevant experience.
- Ability to communicate effectively with landowners, community members, and partner organizations.

- Ability to conduct field work in rural environments and varying weather conditions.
- Ability to work independently, prioritize tasks, and manage multiple assignments.
- Ability to collaborate effectively with District staff and partner organizations.
- Ability to maintain accurate records and documentation.
- Regional knowledge of native and non-native plants.
- Basic understanding of watershed processes and functions.
- Valid Oregon driver's license required.

Preferred Qualifications

- Experience working with landowners, community groups, or conservation organizations.
- Familiarity with soil and water conservation practices, watershed restoration, or habitat improvement.
- Knowledge of natural resource issues affecting the Pacific Northwest.
- Knowledge of or experience with weed control strategies and methods.
- Knowledge of or experience with native plant establishment and species selection.
- Experience assisting with outreach events, workshops, or volunteer activities.
- Experience with GPS, mapping tools, or field data collection.

Essential physical abilities and working conditions

- Duties include a combination of office work and field work throughout Columbia County, including agricultural lands, forested areas, streams, and rural residential properties.
- Field work may involve walking on uneven terrain, working outdoors in varying weather conditions, and occasional lifting of equipment or materials up to approximately 40–50 pounds.
- The standard schedule is 40 hours per week, Monday through Friday. Evening or weekend work may occasionally be required to accommodate meetings, outreach events, or field schedules.
- This position requires operating District vehicles as needed, including during daylight hours, after dark, and in inclement weather. A current and valid Oregon driver's license is required.
- The Field Technician shall perform all duties prudently and sensibly, following established protocols that ensure safety.
- Must be able to satisfactorily pass a background check.
- The office work may include working at a desk, using a computer, or standing at a table.
- This position requires travel to conferences, workshops, training sessions, plus daytime and evening meetings outside the office. Travel for training may be outside the normal workday and may be as long as one week. A valid driver's license is required.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Benefits

In addition to paid legal holidays, workers' compensation, and unemployment insurance, the Columbia SWCD will provide vacation time, sick leave, one personal day of leave, health insurance, dental insurance, vision, short and long-term disability, and a retirement plan.

The Columbia Soil and Water Conservation District is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, political beliefs, national origin, citizenship, age, disability, or any other status protected by law.

TO APPLY, SUBMIT THE FOLLOWING:

- 1) A **cover letter** explaining your qualifications and experience relevant to the functions of this position.
- 2) A **current resume** that clearly describes and identifies your experience, skills, and achievements related to the requirements of the position
- 3) A **reference list** with a minimum of three former/current employers (from volunteer or paid positions) is required. Academic references may be substituted for employers, if applicable. References will be checked prior to the time of hire to verify information contained in your application materials.
- 4) An **application** completed in full by **May 22nd, 2026, at 5 pm.**

You will be contacted by phone if you are selected for an interview. The first round of interviews will be scheduled the week of June 1, with a hire date of July 1, 2026.

If you are offered employment, the offer will be contingent upon the outcome of a criminal background check. Any history of criminal activity will be reviewed and will result in the withdrawal of the offer or termination of employment.

EMAIL OR DELIVER YOUR COMPLETED APPLICATION MATERIALS TO:

Columbia SWCD
Attn: Taylor Murray
35285 Millard Road
St Helens, Oregon 97051
taylor.murray@columbiaswcd.com

For questions related to this position, call Taylor Murray at (503) 433-3205 Ext. 103 or e-mail taylor.murray@columbiaswcd.com.

**ALL ORIGINAL APPLICATION MATERIALS
ARE DUE TO THE COLUMBIA SWCD OFFICE
BY 5:00 pm on May 22nd**

Incomplete applications will not be considered.