



SCOTT SOIL AND WATER CONSERVATION DISTRICT

*"Helping Scott County Citizens Protect and Preserve
Natural Resources since 1941"*

POSITION ANNOUNCEMENT

Title: Conservation Specialist
Hiring Range: \$62,150 to \$66,500 Annually, DOQ
Salary Range: \$62,150 to \$90,100 Annually
Benefits: Full benefits per District Employee Handbook
Location: Jordan, Minnesota
Classification: Full Time, Exempt

The Scott Soil and Water Conservation District (SWCD) is seeking a motivated individual to join our team of dedicated conservationists. The Conservation Specialist is a progressively responsible, professional position with responsibility for performing a variety of natural resource protection and improvement work. The selected candidate must be able to perform complex and detailed work with minimal supervision, complete assigned tasks and projects on schedule, and maintain positive relationships within and outside the organization. Interest in natural resources, serving the public, and maintaining a positive professional environment are essential. Approximately 70 percent of all hours worked must be chargeable to state, county, or other local service agreements or grants.

Primary Responsibilities

- Coordinate and lead compliance activities for a variety of natural resources protection programs including Scott County construction site erosion and sediment control, Minnesota Buffer Law, Minnesota Wetland Conservation Act, and state and local conservation easements.
- Conduct routine program compliance inspections, work with responsible parties to resolve compliance issues, keep accurate records of activities, prepare reports, and participate in team meetings to discuss updates, challenges and improvement opportunities.
- Work with landowners to implement voluntary conservation practices; this generally involves conducting site evaluations and surveys, preparing designs, overseeing construction, administering cost share, performing status reviews, and/or assisting other team members with the same.
- Assist with collecting water quality samples, measuring stream flows, and monitoring groundwater.
- Assist with natural resource inventory and assessment projects.
- Assist with educational initiatives directed at groups of all ages and interests, including print and social media articles, presentations, tours, and workshops.
- Perform other duties consistent with the position description, as assigned by the Director

Minimum Qualifications

Bachelor's degree in resource management, natural sciences, or related field from an accredited college or university. Four years of consistent, relatable work experience with a high school diploma or GED may be substituted for undergraduate degree. Must possess Construction Installer Certification or have the ability to acquire certification within six months. The incumbent must possess a valid driver's license.

Preferred Knowledge/Skills/Abilities

- Knowledge of principles and methods of soil erosion prevention and sediment control; familiarity with the construction industry including building and grading is desirable.
- Knowledge of principles and practices of resource management and protection; experience working with landowners to plan and apply best management practices is desirable

- Knowledge of methods and procedures for establishing temporary and permanent vegetation including cool and warm season grasses
- Knowledge of principles and practices of resource management and protection; experience working with landowners to plan and apply best management practices is desirable
- Ability to read and interpret grading plans and construction drawings.
- Ability to read and interpret maps and geographic information including aerial photography, contours, soils, hydrology, transportation, tax parcels, and political boundaries.
- Proficiency using a computer and common office (preferably Microsoft Office) and geographic information system software; ability to use ArcGIS Pro specifically is desirable.
- Ability to effectively manage and prioritize time and projects.
- Ability to effectively communicate and work cooperatively with coworkers and members of the public.
- Ability to identify native upland and wetland plant species and communities.

Work Environment

This position involves both indoor and outdoor work. Indoor work is performed in an office building and requires use of computers, printers, copy machines and other usual office equipment. Field work involves exposure to all types of weather conditions, construction sites, rough terrain and other outdoor-related hazards. Ability to safely operate a car or truck to travel to construction and other work sites with frequent stops is necessary. Ability to work normal business hours and attend occasional weekend and after-hour meetings is expected.

This position reports to the District Manager and has no direct reports but may occasionally lead a team to complete assigned projects.

Application and Selection Process

Please send letter of interest and resume to Troy Kuphal, District Director, at tkuphal@scottswcd.org. Documents must be in PDF format.

Responses received by Thursday May 22, 2025, will be batched and screened to determine compliance with minimum job qualifications. Qualified applicants will be evaluated based on the content and quality of information provided, and the top applicant(s) will be invited to personal interviews. Final selection will be based on a combination of the information submitted and interview performance. If no offer is made or accepted from the initial batch, then applications will be reviewed individually as they are received.

The position will remain open for applicants to apply until an applicant is offered the position and has accepted the offer. The vacancy may close without notice after May 22, so it is recommended to apply as soon as possible. Offers subject to a formal application being completed and reference checks.

Equal Employment Opportunity:

Candidates will be considered without discrimination for any non-merit reasons such as race, color, religion, sex, national origin, politics, marital status, physical handicap or age.