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## Champaign County Soil and Water Conservation District

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### Job Announcement – NRCS Survey Aide

In partnership with Illinois USDA-NRCS, the Champaign County Soil & Water Conservation District (CCSWCD) is hiring an NRCS Survey Aide that will serve in Champaign and Vermilion counties, Illinois. The Survey Aide will work closely with the CCSWCD and NRCS personnel to help landowners and producers implement conservation practices.

The purpose of this position is to hire an entry-level survey aide that will undergo thorough training and education of conservation implementation in agricultural and urban settings according to USDA-NRCS standards and specifications. Job duties listed below will come along with training over time.

#### Desired Qualifications

- Candidates need to have the ability to communicate across all levels
- Ability to relay technical information in an understandable format
- Organized, self-motivated, innovative
- Willing to accept responsibility and work independently
- Possess excellent oral and written communication skills
- Ability to learn new computer programs and proficient in Microsoft Word, Excel, etc.
- Agricultural background with knowledge in conservation, natural resources, or related field are preferred but not required
- Basic understanding of USDA-NRCS programs is preferred but not required
- Associates degree preferred but not required

#### Position Responsibilities

- Work in the local field offices with landowners and producers to apply and maintain several conservation practices and review financial assistance requests under the federal and state agricultural programs.
- Determine the need and feasibility of conservation practices on lands subject to erosion, sedimentation, and other related soil, water, and wildlife conservation resource concerns. Includes working with land users in the development of conservation plans/systems, and application of needed conservation practices.
- Provide technical support to the conservation planners in resource planning by utilizing applicable survey tools and planning software and assisting with data collection.
- Compute and plot engineering notes, prepare field sketches and drawings, select standard designs, modify or adjust them to site conditions within the limits of the engineering practice review and approval limits.
- Aid with implementation, checkout, and certification of conservation practices, and assist in planning, designing, and layout.
- Assist with the day-to-day management of District operations as necessary.
- Attend training events to gain knowledge of NRCS standards, conservation implementation, and working with landowners and producers.

## **Compensation and Benefits**

This is a full-time position with benefits. The salary range is \$40,000-\$45,000 and will be commensurate with education and experience. Employees are given a yearly contract with funding dependent upon government allocations and grants. A valid driver's license and proof of automobile insurance are required, as well as a Federal background check. A competitive insurance coverage package, along with paid vacation, sick, personal, and holiday time are provided.

## **How to Apply**

Please send a cover letter, resume, and professional references to [info@ccswcd.com](mailto:info@ccswcd.com) with the subject matter "CCSWCD Survey Aide Position". The committee will begin reviewing applications on February 17, 2023. Contact [info@ccswcd.com](mailto:info@ccswcd.com) or (217) 352-3536 ext. 3 with additional questions.

The Champaign County Soil & Water Conservation District is an Equal Employment Opportunity Employer. The CCSWCD is a local unit of government formed in 1943. It is governed by a five-person board of directors, elected by landowners and occupants within the District. SWCDs, working in conjunction with agricultural, urban, and environmental stakeholders, have for decades played a central role in efforts to protect and sustain the viability of finite natural resources for future generations. The policy of the CCSWCD is to provide leadership and coordinate programs to help people conserve, improve, and sustain our natural resources. To learn more about CCSWCD, visit [ccswcd.com](http://ccswcd.com).