

## PERFORMANCE STANDARD - DISTRICT TECHNICAL POSITION

**Element:** Technical and Engineering Assistance.

**Duty:** Provides technical and engineering field assistance to District cooperators and units of government.

**Standard:** Engineering surveys, soil reconnaissance, recommended needs and construction layout is applied using standards and specifications of the Natural Resources Conservation Service. All information will be collected on first or second visit of the site review and survey, so that subsequent visits for data collection will not be necessary. Construction layout reflects the engineering plan with any deviation noted. Scheduling is done in accordance with district work priorities.

**Duty:** Prepare engineering plans for conservation projects.

**Standard:** Engineering plans are prepared under guidelines of the NRCS National Engineering Manual <http://www.mi.nrcs.usda.gov/technical/engineering/neh.html> and Related Handbooks to meet design and plan preparation requirements. Engineering projects will be completed in a timely manner, referring to the following estimated time table.

### **Estimated typical job in man hours:**

- Structures Each 15 hours
- Ponds 1/4 - 1/2 ac 30 hours
- Waterways 500 ft. 30 hours
- Animal waste each 80 hours
- Open ditches 1.5 mile 200 hours
- Tile topo 80 ac. 36 hours
- Surface drain 80 ac. 36 hours
- Windbreak .5 mile 10 hours

**Duty:** Provide technical information to land users.

**Standard:** The land users requests should be assessed to the technical needs and appropriate specialists scheduled for assistance. Work will be completed in a timely manner under district policy and NRCS standards and specifications. Land user requests will be responded to in \_\_\_\_\_.

**Duty:** Develop resource conservation plans for district cooperators applying conservation practices.

**Standard:** Resource conservation plans will be developed under guidance of the District Conservationist, within \_\_\_\_\_ of engineering plan completion.

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**Element:** Tours, Field days, Demonstration Plots

**Duty:** Assist in conducting tours, field days, public viewing of demonstrations, including equipment, plots, practices, etc.

**Standard:** Collect sufficient information for public presentations; begin preparations on a timely basis, being mindful of any potential unsafe areas or practices that could expose participants to some risk. Provide information and suggestions that will help carryout SWCD special events.

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**Element:** Equipment Maintenance

**Duty:** Perform preventative maintenance on automotive, tillage, engineering and office equipment assigned by NRCS to the work unit and/or owned by the SWCD.

**Standard:** \_\_\_\_\_ maintenance is performed on equipment. Corrects deficiencies not requiring mechanical knowledge. Informs supervisor of malfunction immediately. A safety check will be performed \_\_\_\_\_ and noted in appropriate report.

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**Element:** Office Administration

**Duty:** Develops and maintains resource inventories, process cooperators applications, completes various reports regarding the conservation program, writes news articles, maintains equipment lease records.

**Standard:** Handles administrative matters in accordance with guidelines and established time frames. Identifies administrative problems within the organization and recommends action to supervisor, offers suggestions for improvement in administrative procedure covering technical matters. Resource inventories will be updated annually.

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**Element:** Legal authorities under S.B. 160 Conservation Works of Improvement and H.B. 88 Agricultural Pollution Abatement

**Duty:** Provide assistance to land users under S.B.160 procedures; provide assistance to farmers to under the provisions of H.B. 88.

**Standard:** Have working knowledge of the legal authorities given to districts. Able to provide leadership in guiding group projects under S.B. 160 to completion in a timely fashion. Takes leadership in site inspection of Ag pollution, voluntary and involuntary complaint procedures, utilizing NRCS technical guidance. Be familiar with State cost-share forms and procedures. No procedural errors in applications and information gathering.