

Fillmore Soil and Water Conservation District (SWCD)
JOB DESCRIPTION
Nutrient Management Specialist

Job Title of Supervisor: District Administrator

GENERAL PURPOSE OF JOB

The Nutrient Management Specialist will work with landowners to assist with the development of nutrient and/or manure management plans to help livestock producers meet the goals of the State of Minnesota’s feedlot rules and help crop producers adapt nitrogen fertilizer best management practices (BMPs) to their operations. This includes assisting producers with manure application calibration and nutrient sampling and use of tools for assessing nutrient management (e.g. basal stalk nitrate testing). The Nutrient Management Specialist will coordinate recruitment, setup, monitoring, data management and analysis of results from on-farm demonstration and research sites to evaluate BMPs and U of M nutrient recommendations. This position is under the general supervision of the District Administrator. Work area will include the counties of Houston, Winona, Olmsted, Fillmore, and Mower.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

	FREQUENCY
Provides technical assistance to cooperators to develop and implement nutrient management plans that meet requirements for the Minnesota State Feedlot Rules and other programs. Work area includes the counties of Houston, Winona, Olmsted, Fillmore and Winona.	Daily 25%
Coordinates recruitment, setup, monitoring, data management and analysis of results of on-farm demonstrations and research plots for evaluation of BMPs and U of M nutrient recommendations.	Weekly 25%
Organizes workshops, field days and other events to inform producers of BMPs and the latest developments for nutrient management and provide for information exchange between producers.	Quarterly 10%
Provides training to SWCD staff and producers located in the work area, in the development of nutrient and/or manure management plans by conducting training events and providing direct assistance and advise.	Quarterly 10%
Writes articles dealing with various aspects of nutrient management and regulation changes that effect requirements for nutrient management for publication in magazines, newspapers, newsletters and other publications.	Varies 10%
Makes presentations on nutrient management regarding the benefits to promote adoption of BMP's.	Varies 10%
Obtain appropriate certifications such as nutrient management specialist certification from NRCS, Certified Crop Advisor and attend appropriate	

continuing education to maintain them.	Varies 4%
Reports time and accomplishments as directed in support of the district annual progress reports and budget preparation.	Weekly 1%
Assists in the preparation of district reports and plans, as delegated by the administrator.	Monthly 4%
Performs other duties as assigned.	Varies 1%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires minimum of Bachelor’s degree (BA/BS) or equivalent from four-year college in agronomy, soil science, natural resources management, environmental studies, or related discipline; or an equivalent combination of education and experience in these areas. Strong agronomy background preferred.

CERTIFICATES AND LICENSES (position requirements at entry)

- Drivers License or evidence of equivalent mobility

REQUIRED KNOWLEDGES (position requirements at entry)

Knowledge of:

- Agronomic principles, practices and procedures related to proper crop nutrient management utilizing manure nutrients and commercial fertilizers;
- Development of nutrient management plans;
- Manure handling and storage;
- Research plot and on-farm field demonstration setup, monitoring and data analysis;
- Natural resource management;
- Computer operation, equipment and Geographic Information Systems (GIS) software and management programs including Global Positioning Systems (GPS);
- Relevant county, state, and federal laws, ordinances, standards and specifications pertaining to departmental programs and requirements of the agency;
- State, Federal, and County programs and regulations;
- Precision ag and farm technology (e.g. variable rate technology, grid soil sampling, GIS mapping systems, tillage, planting, fertilizer application and spraying equipment)
- Soils, geology, wetlands, trees, and wildlife habitat.

REQUIRED SKILLS (position requirements at entry)

Skill in:

- The operation of equipment and machinery requiring simple but continuous adjustments, such as computer keyboards, survey equipment, farm equipment, vehicles, and other equipment as necessary;
- Reading and interpreting documents such as safety rules, regulations, guidelines, policies, operating and maintenance instructions, and procedure manuals;
- Writing routine reports and correspondence;
- Organizing, planning and presenting public speeches and presentations to citizen groups,

- organizations or committees;
- Planning and carrying out assignments independently;
- The use and application of various computer programs relating to GIS;
- Requires the skill in dealings with others both in and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation, and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization but does not have the authority to act on behalf of the SWCD in matters where there are legitimate differences of opinion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel. The employee frequently is required to sit, walk, stand and reach with hands and arms. The employee is occasionally required to climb or balance, and kneel, crouch or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally outside under various weather conditions. The noise level in the work environment is usually moderate.

CLASSIFICATION HISTORY

Prepared By:	Jeremy Maul, Fillmore SWCD
Prepared Date:	12/1/06
Approved by County Date:	Developed by District December 06
Revised By:	Donna Rasmussen, SWCD Administrator
Revised by Date:	July 2014
Reclassified by Bjorklund Compensation Consulting Date:	