

# Fillmore County Soil and Water Conservation District

## POSITION ANNOUNCEMENT Conservation Technician Intern

**Location:**

912 Houston Street NW  
Preston, MN 55965

**Application Deadline:**

Friday, March 14, 2025  
4:00 p.m.

**Starting Wage:**

\$15-\$17 per hour  
plus Social Security, Medicare

**Request Applications From:**

Fillmore SWCD or on website

**Position Purpose:**

Under general supervision, the individual holding this position will assist with inventorying wells in Fillmore County, assist with outreach on conservation work in the county, assist with water quality sample collection, assist with field work for cost share programs, and perform other duties of a similar nature or level. Please see a tentative workplan outline below.

**This position is funded by the Fillmore SWCD for approximately 800 hours (plus or minus).  
Start and end dates of the position are open for discussion.**

**Duties and Responsibilities:**

Please see a tentative workplan outline below.

**Minimum Qualifications:**

- Must be currently enrolled in, or recent graduate of, the study of agriculture, natural resources conservation, environmental studies, or a related field.
- Farming background highly recommended.
- Must be able to communicate effectively in writing.
- Must possess a valid driver's license
- Must have skills in basic concepts of math, algebra, and geometry
- Knowledge of GIS and GPS highly recommended

**Application Procedure:**

Applicants must submit a completed Fillmore Soil and Water District application for employment including an unofficial transcript and the contact information for two references. Applications can be picked up or requested at the Soil and Water Conservation Office at 912 Houston Street NW, Preston, MN 55965, (507) 887-0240, or accessed online at [www.fillmoreswcd.org](http://www.fillmoreswcd.org). Individuals selected for interviews will be contacted by phone.

***Application Deadline is March 14, 2025.***

***Tentative Intern Workplan.***

| <b><u>Project</u></b>                                 | <b><u>Description</u></b>   | <b><u>Key Staff</u></b>                    | <b><u>Notes</u></b>  |
|---|---|--|--|
| MDH Well Inventory                                    | Identify additional private wells that are not in MWI, including pre-code wells before 1974 that have no geologic or well construction information but are still active. Incorporate the private wells into MWI | Nikki Wheeler, Riley Buley                 | Reach out to potential private well households to gather information. For wells not listed in the Minnesota Well Index that are within the county. Gather required information for the MDH. Put data into the Excel documents provided. Send the Excel document with data to MDH quarterly.  |
| Water Data Management                                 | Apprentice will assist with organizing and storing historical well and water quality data.  | Nikki Wheeler, Aaren Mathison              | Tasks include organizing and storing water data from the bacteria lab and nitrate testing, historic data, and specific project data, some of which may involve communication with regional and state agency staff for transfer into databases where it is more easily accessible and usable. |
| Water Quality Monitoring                              | Apprentice will assist water monitoring staff with sample collection and recording field data.  | Nikki Wheeler, Aaren Mathison              | Tasks include assisting with preparing equipment for sampling, sample collection, recording field measurements, preparing samples for shipping and data management.  |
| Forestry Field Day                                    | Apprentice will attend planning meetings to help prepare for the Forestry Field Day and will help prepare materials and mailings for the field day and help out on the day of the event.                        | Aaren Mathison, Nikki Wheeler, Tim Gossman | Tasks include preparing and mailing postcards, advertising in local media, coordinating supplies, preparing the evaluation form, handouts and other materials needed.  |
| Prairie Walk Field Day                                | Apprentice will attend planning meetings to help prepare for the Prairie Walk Field Day and will help prepare materials and mailings for the field day and help out on the day of the event.                    | Nikki Wheeler, Aaren Mathison              | Tasks include advertising in local media, coordinating supplies, preparing materials needed.   |
| Fillmore County Fair - SWCD Booth and Kids Activities | Apprentice will assist with set-up of SWCD Booth at the Fillmore County Fair and assist with putting together and holding activities for kids.  | Nikki Wheeler, Riley Buley                 | Ideas for kids activities to do at the fair, assist with preparation of activities and working with SWCD staff to conduct activities.  |
| 6th Grade Conservation Day                            | Apprentice will assist with planning, set-up, and assistance of 6th Grade Conservation Day at Forestville/Mystery Cave State Park.  | Aaren Mathison, Nikki Wheeler              | Help on day of event as well as planning leading up to event. Convey to participants conservation practices.   |
| General Public Education & Outreach                   | Apprentice will assist with various educational events throughout the term.   | SWCD Staff                                 | Tasks include educational activities related to the SWCD's educational and outreach plan which include Dairy Night on the Farm, summer program presentations, rain barrel construction, elementary and high school presentations, etc.   |
| Field Work with Technical Staff                       | Apprentice will assist/shadow technical staff installing conservation practices, gathering field data, conducting status reviews, etc.  | SWCD Technical Staff                       | Examples include field site visits to look at resources concerns, surveying assistance.  |