

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input checked="" type="checkbox"/>	FINAL <input type="checkbox"/>
Position Title: Lake Conservation Technician (LTE)	Department: Land and Water Conservation	
Immediate Supervisor's Position Title: County Conservationist	FLSA Status/Pay Classification Code:	
Original Description Date:	Revised Date:	
Oversight Committee: Land and Water Conservation Committee	Approved Date:	
Approved by:	Approved Date:	

Job Summary:

The limited-term Lake Conservation Technician works to assist Conservation Department staff in summer biological field monitoring and public education outreach. Primary responsibilities include conducting a variety of lake monitoring surveys, preparing equipment and supplies for fieldwork, and preparing water samples for delivery to the analytical laboratory. All duties and responsibilities of the position are performed under the guidance of the Land and Water Conservation Committee and the County Conservationist.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist the Lake Conservation Specialist in the county-wide lakes monitoring program that includes a diverse set of biological assessments. Assessments will include (but are not limited to): Aquatic Plant Point-Intercept Surveys; Aquatic Invasive Species Early Detection Monitoring; Shoreland Habitat Monitoring; and collection of water samples for trophic state index parameters.
2. Prepare for daily field operations including (but not limited to): prepare boat/trailer & vehicle; pack vehicle with proper equipment and supplies needed; properly label all sample bottles; print off appropriate data collection forms; pick up fresh ice and pack cooler(s)
3. Responsible for processing of all field samples immediately following collection; prepare lake water samples according to set protocols for timely delivery to the analytical laboratory.
4. Responsible for properly maintaining all field and monitoring equipment after use by using established disinfection methods.
5. Provide educational outreach to lake organizations or community groups in various capacities such as creating informational brochures, assist in training workshops for the *Clean Boats / Clean Waters* and *Healthy Lakes* programs.
6. Provide assistance with mapping activities and photo downloads in the office.
7. Assists in the administration of department records by maintaining grant logs
8. All other duties as time allows or as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis: Conservation, Biology, Limnology, Aquatic Ecology, Natural Resource Management, or related
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: Master's Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A
<ul style="list-style-type: none"> Valid WI driver's license and adequate auto insurance.

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure	<input type="checkbox"/> Instead of Education/Licensure
<ul style="list-style-type: none">• Completion of two years college education in natural resource management, water resource management, aquatic plant management, fisheries biology, wildlife biology, or conservation biology is strongly recommended.	

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- A basic understanding of lake ecology and/or lake monitoring assessment protocols
- Strong experience in operating boats, outboard motors, and boat trailers.
- Possess a high comfort level for working outdoors in all types of aquatic environments.
- Ability to organize and properly maintain field equipment and supplies.
- Experience with using a global position system (GPS) unit.
- Ability to operate modern computer hardware, software, and peripheral devices.
- Strong willingness to learn and a drive to complete the tasks that are assigned in a timely manner.
- Problem-solving skills; and the ability to work independently and cooperatively as part of a team.
- Field activities may require work in rough, wet or hilly terrain, or on the water doing arduous tasks. Work may also need to be done during moderately inclement weather.
- Availability to work evening meetings and weekends if necessary.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.