

PO Box 25
Sterling, CO 80751



Office Phone: 970-522-7440
Cell: 970-571-5296
Email: centennialcd1@gmail.com

Job Description

Position: District Conservation Technician (DCT)

Workload: Full-time (40 hours/week, Monday-Friday) or Part-Time (20 hours/week)

Location: Logan County USDA Service Center, Sterling, CO

Description: The District Conservation Technician (DCT) position is unique in that it is a grant-funded position. Per the grant, DCTs will spend no less than 80% of their time assisting NRCS with technical delivery and implementation of NRCS programs. This position is under the direction of both the Centennial Conservation District (CCD) Manager and the NRCS Regional Team Lead.

Responsibilities (including but not limited to):

- Assist NRCS with technical delivery and program implementation
- Spend up to 20% of time providing technical assistance for the Conservation District
- Attend most CCD board meetings and events
- Maintain detailed timesheets as to how time has been split to ensure adequate reporting for the grant
- Communicate effectively with coworkers and agricultural producers
- Follow the direction of the CCD District Manager/ NRCS Regional Team Lead

Qualifications:

- High School Graduate or GED
- Valid Colorado driver's License
- Ability to pass criminal background check
- Must be capable of working outdoors in different weather conditions and lifting materials up to 50 lbs.

Key Competencies:

- Proficient in Microsoft Office Suite

Wages: Starting pay of \$20/hour, with opportunity for annual raises/bonus

Starting Date:

Required Application Materials:

1. Resume
2. Completed Application with references

*Materials must be submitted via email (centennialcd1@gmail.com) or in person/mail to PO Box 25 (621 Iris Drive) Sterling, CO 80751



EMPLOYMENT APPLICATION

Application Information

Full name: _____ Date: _____
Last First M.I.

Address: _____ Phone: _____
Street address Apt./Unit #

_____ Email: _____
City State Zip Code

Date Available: _____ S.S. no: _____

Position applied for: District Conservation Technician (DCT)

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the U.S.? Yes No

Have you ever worked for this company? Yes No If yes, when? _____

Have you ever been convicted of a felony? Yes No If yes, explain? _____

Education

High school: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

References

Please list three professional references.

Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____
Full name:	_____	Relationship:	_____
Company:	_____	Phone:	_____
Address:	_____	Email:	_____

Previous Employment

Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for Leaving:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Company:	_____	Phone:	_____
Address:	_____	Supervisor:	_____
Job title:	_____	From:	_____ To: _____
Responsibilities:	_____		
Reason for Leaving:	_____		
May we contact your previous supervisor for a reference?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job title: _____ From: _____ To: _____
Responsibilities: _____
Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____
Rank at discharge: _____ Type of discharge: _____
If other than honorable, explain: _____

Disclaimer and signature

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.
Signature: _____ Date: _____