



POSITION ANNOUNCEMENT
Riparian Conservation Planner

East Otter Tail Soil and Water Conservation District (SWCD)

Position Location:

801 Jenny Ave SW
Perham, MN 56573

Starting Wage:

\$22.15–\$27.43/hr. DOQ
Plus benefits

Application Deadline:

March 27th, 2026
4:00 p.m.

Company Overview

The East Otter Tail Soil and Water Conservation District's (EOT SWCD) mission is to conserve and protect the soil and water resources that were placed in our trust. As a local government unit our vision is to work with our partners and local land users to improve soil health, protect surface and groundwater resources, and make conservation look alive and well.

We have a team that is passionate about making a difference and helping people make conservation improvements on their land. We offer excellent benefits, including 12 paid holidays, annual leave, sick leave, health insurance, a retirement plan, an employee assistance program for work-life support, a supportive team culture, numerous training opportunities, networking opportunities, and career advancement opportunities through a tiered pay scale. Starting range of pay may vary depending on experience, knowledge, and skills.

Position Purpose:

This full-time position will work with a team of dedicated resource professionals to promote and implement the districts' programs by providing technical assistance and support to private landowners. Assisting them to develop & implement restoration and protection projects in shoreline areas (lakes, rivers, streams, & wetlands), agricultural, and urban settings involving both engineering and ecological science expertise in East Otter Tail and Wadena Counties under the supervision of the District Manager and/or their designee.

Required Education, Skills, Abilities and Experience:

Candidates must have an associate degree in natural resource management, civil engineering, watershed management, hydrology, or related resource management field. Applicable experience in soil and water resource management may be substituted for minimum educational requirements. Applicants must have strong (English language) writing and speaking skills. Applicants must have a valid driver's license, must be able to lift at least 50 pounds, and be able to walk over rough terrain, and have physical stamina, including the ability to sit for long periods and perform computer work. Candidates must have a basic understanding of conservation best management practices and be able to obtain and maintain job approval authority for ecological and engineering practices commonly used in our area of work, and other certifications needed for their work.

801 Jenny Ave SW, Suite 2 • Perham, MN 56573
(218) 346-9105 • www.eotswcd.org
An Equal Opportunity Employer



Duties and Responsibilities:

- ❑ Primary point of contact with property owners and other organizations to assist with the designing and implementing of conservation plans by providing customer service and direct technical assistance.
- ❑ Assist with district Shoreland Program including assisting with the planning and installation of projects and tracking materials for billing.
- ❑ Assist with the implementation of the Wetland Conservation Act.
- ❑ Implement the State Buffer Law and assist with design and layout of buffer practices.
- ❑ Assist with the promotion, required planning, and implementation of the various federal, state, and local conservation programs.
- ❑ Assist with the district's Soil Health, Conservation Tree, Custom Seeding and Seed, and Equipment Rental Programs.
- ❑ Assist with the operation and maintenance of district equipment (Vehicles, Tractor, No-Till Drills, Tree Planters)
- ❑ Assist with the surveying, design, and construction oversight of various best management practices using the standards of the NRCS FOTG or other approved engineering standards.
- ❑ Assist with water monitoring efforts and special inventories through various programs.
- ❑ Assist with the coordination, planning and implementation of the district's educational programs including Conservation Days, Ag in the Classroom, Irrigation Workshops, producer meetings, tours, and other similar events.
- ❑ Performs other duties and responsibilities as assigned by the District Manager.

Application Procedure:

Applicants must submit a cover letter, a completed East Otter Tail SWCD application for employment, and resume by mail to Darren Newville, 801 Jenny Ave SW, Suite 2, Perham, MN 56573, or by email to darren.newville@eot.mnswcd.org.

The applications can be found at <http://www.eotswcd.org/employment-opportunities/>, they can be picked up at 801 Jenny Ave SW, Suite #2, Perham, MN 56573 or they may be mailed or e-mailed to applicant by calling (218) 346-9105 or sending an e-mail message to: darren.newville@eot.mnswcd.org. Individuals selected for interviews will be contacted by phone. **Application deadline is 4:00 pm, March 27th, 2026.**

Condition of Announcement – The East Otter Tail SWCD reserves the right to make changes to the content of this position without notification and may at any time withdraw the announcement.