



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Seasonal Stewardship Technician

Position Announcement

Yamhill Soil and Water Conservation District is hiring two (2) Seasonal Stewardship Technicians.

Open: March 17, 2025

Closes: Positions open until filled; review of applications will begin immediately

Anticipated Employment Term: June 2nd – September 19, 2025 (Start date and end date are flexible, depending on availability)

Status: Temporary, Full-Time, Hourly (non-exempt), At-will (Up to 40 hours per week, depending on availability)

Starting Pay Scale Range: PS 4-6 (\$18.67/hr - \$23.29/hr)

Benefits: Paid Wellness Leave. Additional benefits included; see our [Employee Handbook](#) for complete details.

Introduction

The Yamhill Soil and Water Conservation District (District) is a special district organized under Oregon Revised Statutes Chapter 568 and authorized to implement a broad range of conservation services and programs. The District's mission is to conserve, restore, and protect Yamhill County's natural resources by providing technical, financial, and educational assistance to residents, landowners, and businesses. The District works with agricultural landowners and producers, forest landowners and operators, individual residents, and federal, state, local and private conservation partners to deliver services, provide assistance, and promote voluntary adoption of land management practices. The District currently owns and manages over 2500 acres of properties that are protected for conservation, wildlife habitat, sustainable forestry, and education.

General Overview (See Position Description for complete information)

This position announcement is for two (2) Seasonal Stewardship Technicians with the Yamhill Soil & Water Conservation District. The Seasonal Stewardship Technician contributes to stewardship of District properties through control of invasive weeds using IPM practices, operation of mowers, trimmers, etc. and other manual field work as assigned.

These are full-time seasonal positions. The anticipated work schedule is flexible with regular hours averaging 40 hours per week.

The position reports to Miller Woods at 15580 NW Orchard View Rd, McMinnville, Oregon 97128 and performs work at multiple District properties within Yamhill County.

Application Requirements

Applicants are required to submit the following. Incomplete applications will not be considered.

1. A cover letter describing interest, skills, and experience relating to the position.
2. A resume that depicts your qualifications relating to the position.
3. Contact information of three professional references (not related to you). These may be listed on your resume or separately.

Options to Submit Application Materials

1. By Email

Applicants may email application materials to: admin@yamhillswcd.org

Please use Seasonal Stewardship Technician in the subject line.

Please send all required information in one PDF.

2. By Mail

Applicants may mail application materials to:

Yamhill Soil and Water Conservation District

Attn: Seasonal Stewardship Technician

2200 SW 2nd St, McMinnville, OR 97128

3. In Person

Applicants may submit application materials in person Monday - Friday, 8 AM to 4:30 PM to:

Yamhill Soil and Water Conservation District

2200 SW 2nd St, McMinnville, OR 97128

For inquiries, please contact:

Josh Togstad

Protected Lands Manager

503-798-5036

josh@yamhillswcd.org

Equal Opportunity Employer and Provider

Yamhill Soil and Water Conservation District (SWCD) prohibits discrimination against its employees, applicants for employment, directors, partners, customers, clients, contractors, and visitors on the basis of race, color, national origin, religion, sex, gender identity or expression, sexual orientation, disability, age, marital status, family/parental status, expunged juvenile record, performance of duty in a uniformed service, physical or mental disability, citizenship, genetic information, income derived from a public assistance program, political beliefs, prior civil rights activity, victims of bias, or any other characteristic protected by federal, state, or local law, regulation, or ordinance. Yamhill SWCD is prepared to make appropriate arrangements and/or accommodations for persons with disabilities.



YAMHILL SOIL & WATER
CONSERVATION DISTRICT

Position Description

Seasonal Stewardship Technician

Position Classification Details:

Title: Seasonal Stewardship Technician

Status: Temporary, Full-Time, Hourly (non-exempt), At-will

Supervisory: No

Starting Pay Scale Range: PS 4-6 (\$18.67/hr - \$23.29/hr)

Summary:

The primary responsibilities of the Seasonal Stewardship Technician are to help complete maintenance, stewardship tasks, and restoration projects on District properties. The Seasonal Stewardship Technician contributes to stewardship of District properties through control of invasive weeds using IPM practices, operation of mowers, trimmers, etc. and other manual field work as assigned.

Location and Schedule:

This position reports to Miller Woods (15580 NW Orchard View Rd. McMinnville, Oregon) which is owned and operated by Yamhill Soil and Water Conservation District. This is a full-time seasonal position. The anticipated work schedule is flexible with regular hours averaging 40 hours per week.

The position acts on behalf of the District Board and is based at Miller Woods. The employee must provide their own transportation to and from Miller Woods. Work is mostly outdoors. Employee must navigate various types of terrain and work in all weather conditions.

Supervision Received:

The Protected Lands Manager serves as the direct supervisor to the Seasonal Stewardship Technician (employee). This position will receive direction from and work in coordination with the Stewardship & Volunteer Coordinator and other District staff to complete stewardship work. The position acts on behalf of the District Board and reports to the full Board of Directors through monthly staff reports and optional in-person board meetings.

Supervision Exercised:

The Seasonal Stewardship Technician has no direct supervisory responsibility over other employees of the District.

Work Conditions & Physical Demands:

Employee must have a valid Oregon driver's license and a good driving record. This position primarily involves field work in varying weather conditions and uneven terrain. Field work requires handling, mixing, and spraying herbicides and other chemicals that may be hazardous if mishandled. The ability to read and follow label

requirements, and to safely handle herbicides and other chemicals in a variety of field conditions is essential. Employees must be able to lift 50 pounds, walk over rough or uneven terrain while carrying objects such as trail maintenance tools, backpack sprayers and supplies, navigate through areas with no roads or trails, and assist with a variety of other property projects. Office work involves participation in weekly staff meetings and/or calls, email correspondence, reporting, time tracking, and other similar functions. Occasional weekend work may be required to accommodate volunteer groups and District events.

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Position Responsibilities:

Protected Lands Stewardship – 90%

- Use and maintain backpack sprayers and/or ATV mounted sprayers to treat invasive weeds on District properties.
- Read and follow label requirements, utilize personal protection equipment (PPE) and safely handle herbicides and other chemicals in a variety of field conditions.
- Operate tractor with brush hog, riding mowers, string trimmers, etc., to mow and maintain property grounds, meadows, fields, etc.
- Utilize pickup trucks and trailers to mobilize equipment to District properties.
- Operate ATVs in a safe and responsible manner.
- Use GIS field maps or Avenza maps app to record data and track project work.
- Safely operate chainsaws to clear down trees, trim low hanging branches, and maintain clear roads.
- Walk fence and property lines to post signage along property boundaries.
- Monitor and sample Emerald Ash borer traps on District properties.
- Load work vehicles each morning with applicable tools & supplies, unload as needed at end of each workday.
- Help insure consumable supplies, including necessary PPE & safety items, are stocked and available for daily field work as needed.
- Help clean and maintain District equipment as directed.
- Assist Stewardship and Volunteer Coordinator with structure repair and maintenance projects.
- Assist Miller Woods nursery caretaker with watering and care of native plants.
- Pressure wash and sanitize nursery containers as needed.
- Other duties as assigned.

Other Responsibilities – 10%

- Complete safety training as directed.
- Acquire Oregon Department of Agriculture pesticide applicators apprentice license within two weeks of hire if not already licensed.

- Maintain pesticide application logs as required based on license type
- Complete monthly staff report, timesheet, and participate in meetings with District staff.
- Develop and maintain working relationships with volunteers, staff, and District partners.
- Follow all District policies.

Preferred Qualifications:

- Hands on experience working in the field(s) of landscape installation/maintenance, agriculture, forestry, land stewardship, or other applicable duties/skills.
- Experience safely operating farm equipment, full size pickup trucks and towing trailers.
- Willingness to apply herbicides and have a current Oregon Pesticide Applicators or Apprenticeship license. Successful applicants will be required to obtain an applicators apprentice license within 2 weeks of starting date if not currently licensed.
- Basic mechanical skills with the ability to make minor repairs to spray equipment and perform daily inspections of other equipment (ATV's, tractor, string trimmers, etc.) for proper operation.
- Experience working with on-the-ground implementation of conservation practices associated with invasive species/native plant ecology and management.
- Familiarity implementing safety practices and requirements consistent with conservation field work and pesticide application.
- Ability to work independently and cooperatively with a team and maintain a positive attitude.
- Employee must possess a valid driver's license upon employment and an Oregon driver's license within three months of employment.
- Employee must pass any necessary background checks within three months of employment.