



Position Description – Seasonal Resource Technician I

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| Employee Name: | Job Title: Seasonal Resource Technician 1 |
| Employee Type: Seasonal | Typical FTE: 1-0 FTE - 40 hours per week |
| Hourly Rate Range: Resource Technician 1 Wage Scale – Steps 1-10 | Supervisor: Program Director |
| FLSA Status: Non-Exempt | FLSA Exemption: None |
| Benefits Eligible: Washington PERS, Medical/Vision/Dental, Sick Leave | Position Location: 1350 McKittrick Street Suite B, Wenatchee, WA 98801 |
| Effective Date: | Date of Last Revision: January 23, 2026 |

Position Summary:

Cascadia Conservation District's mission is to encourage wise stewardship and conservation of all natural resources for current and future residents in Chelan County by:

- Being an active advocate for wise land use and water management decisions.
- Promoting a reasonable approach to environmental problems.
- Providing locally led, voluntary, non-regulatory solutions to local environmental problems.
- Educating both adults and youth about natural resources stewardship.
- Monitoring and responding to future trends that affect the environment.

This position spends significant time implementing conservation projects in the field. These include forest health and fire resilience, habitat restoration and urban conservation projects. This position will also collaborate with other staff to implement field-based grant activities such as attend events, help with youth education and other projects as needed.

The Resource Technician 1 will have a demonstrated ability to work in the field independently and as a team working in physically demanding environments. The ideal person in this position will be passionate about conservation and natural resources, willing to learn, adapt, and change based on new information, be transparent and open, and work well on a team and independently.

Position Qualifications:

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| Suggested Minimum Qualifications: The education, experience, and skills necessary to perform adequately in the position. | <ul style="list-style-type: none">Knowledge of a broad range of soil and water conservation principles, techniques, methods and practices.Intermediate desktop computer literacy and computer software skills. Ability to use Microsoft Word, Excel, PowerPoint, Outlook, Smartsheet, etc., and learn new technologies to perform the functions of the position.Experience working independently or as a team in remote locations under a variety of weather conditions, carrying field equipment to complete required job tasks.Ability to lift, pull, carry or push up to 50 lbs.Valid, unrestricted driver's license or able to attain one upon employment. |
| Preferred Qualifications: The education, experience, and skills preferred but not necessary to perform in the position. | <ul style="list-style-type: none">At least high school diploma with some experience with natural resource topics.Demonstrated ability in handling multiple projects and the capability of working with diverse individuals and small groups while taking directionAbility to communicate in English and SpanishExperience operating and maintaining landscape equipment, chain saws, etc.Knowledge of native and non-native plantsKnowledge of forest practicesExperience working with conservation districts, and NRCSExperience working with community groupsExperience utilizing Drones in the field |

Primary Job Responsibilities

| Job Function: | % of Time | Essential Function: |
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| Conservation Project Implementation | 85% | Yes |
| <ul style="list-style-type: none">• Complete initial site layout in coordination with Resource Technician II and Resource Specialists.• Conduct site preparation activities such as mowing, spraying herbicide, material staging and other activities in preparation for conservation practice implementation.• Conduct implementation of conservation projects. This includes, but is not limited to: planting, forest health thinning, in-stream implementation, etc.• Conduct post-project maintenance activities such as mowing, spraying herbicide, vegetation removal, adjustments to in-stream structures, etc. | | |
| Data Collection, Monitoring and Data Entry | 10% | Yes |
| <ul style="list-style-type: none">• Collect field data utilizing electronic equipment such as GPS units, tablets, laptops, and other electronic data collection methods.• Complete data entry into various software programs such as excel, QuickBase, access, Smartsheet, etc.• Summarize data for reporting purposes. | | |
| Other | 5% | Yes |
| <ul style="list-style-type: none">• Attend community outreach events representing Cascadia CD• Participate in youth education activities• Assist with grant writing and reporting tasks• Perform other duties as required. | | |

Physical Requirements and Working Conditions:

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| Specify the amount the position will be required to LIFT/CARRY frequently: | Up to 50 lbs. |
| Specify the amount the position will be required the PULL/PUSH frequently: | Up to 50 lbs. |
| Indicate the rate in which this position will be required to: | |
| Bend | Frequently |
| Twist | Frequently |
| Squat | Frequently |
| Climb | Frequently |
| Kneel/Crawl | Frequently |
| Reach/Reach Overhead | Frequently |
| Finger Dexterity/Fine Manipulation | Frequently |
| Sit | Occasionally |
| Drive | Occasionally |
| Basic Life Functions | Hear, See, Speak, Stand, Walk |
| Unique Vision Requirement: Indicate any unique requirement of the position. (Examples: able to read and detect color coding, read fine print, etc.) | N/A |
| Work Setting: Indicate the work setting where duties are performed. | Field work (95%); Office (5%) |
| Indicate the level of unique work conditions this position will encounter. | |
| Extreme Temperatures | Often |
| Fumes/Odors/Mists/Dusts | Dust during use of brushcutters and other mechanized equipment, Fumes/Odors from gas powered equipment, occasional herbicide mists |
| Confined Areas/Spaces | N/A |
| Extreme Sounds/Noises/Vibrations | Often |
| Potential Hazards Exposure | Smoke, Heat |
| Other Working Conditions | Occasional weekend or after-hours work may be required. |

Equipment Utilized:

Desktop computer literacy, to include Microsoft Office applications (Outlook, Word, Excel, PowerPoint), Internet and various other software applications used within the District for accounting, operations, and administration.

Basic office equipment including mobile smartphone, computer, printer, copier, etc.

Field equipment includes shovels, soil probes, and other hand tools for measuring and inventorying natural resources. This position frequently uses mechanized equipment such as brushcutters, hydraulic post pounders, chainsaws and other gas or electric powered equipment. In addition, this position will utilize backpack herbicide sprayers and may tow trailers with District Vehicles.

Please Note: The employee must demonstrate the ability to perform the essential functions of the position with or without accommodation.

Compensation and Benefits:

The hourly rate for this position is set by the Cascadia CD Wage Guide approved by the Board of Supervisors at the beginning of each calendar year under the Resource Technical I wage schedule. Employee benefits are determined annually by the Cascadia CD Board of Supervisors and currently includes 100% of premiums paid for medical/dental/vision for the employee; spouse and dependent coverage is available to the employee at 50% of the cost. Retirement is with the Washington State Public Employees Retirement system, including the Deferred Compensation Program. Employee benefits include paid sick leave (8 hours per month) and paid Washington State holidays that occur during the position duration. All benefits are subject to change based on Board of Supervisor policies.

The position full-time, consisting of 40 hours per week. The work schedule will consist of 10 hour days, Monday-Thursday from 7AM-5:30 PM. Any deviations will be communicated in advance. The work schedule and hours are subject to change based on project needs. As employees of a government entity, Cascadia Conservation District employees may qualify for the Public Service Loan Forgiveness Program.

ACKNOWLEDGEMENT: *(To be completed upon employment)*

This position description describes the essential functions and qualifications for the position. This document does not exclude the opportunity for modifications consistent with providing reasonable accommodation. This position is not a contract. Your signature indicates that you have read this position description and understand the essential functions and qualifications of the position.

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| Employee Name (print) | Employee Signature | Date |
| Supervisor/Manager Name (print) | Supervisor/Manager Signature | Date |
| Executive Director Name (print) | Executive Director Signature | Date |

Equal Opportunity Employer

Cascadia Conservation District is an equal opportunity employer and does not discriminate against any person on the basis of race, religion, color, gender, national origin, ancestry, age, marital status, gender orientation, veteran status, disability, or any other basis prohibited by applicable state, federal, or local laws. This policy covers all programs, services, and procedures.

Diversity, Equity, and Inclusion

Cascadia Conservation District is committed to providing a diverse, equitable, and inclusive workplace.

(Employee initials)