Tualatin Soil and Water
CONSERVATION DISTRICT
Conservation is for everyone.

Position Announcement

Invasive Species Technician 1

Open Date: Friday, October 23, 2026
Close Date: Friday, November 6, 2026

The Tualatin Soil and Water Conservation District (Tualatin SWCD) is hiring an Invasive Species Technician 1 to support Tualatin SWCD's Invasive Species Program. The Invasive Species Technician 1 will collaborate with program partners to implement invasive species eradication efforts throughout Washington County in support of Tualatin SWCD's conservation objectives.

Application Instructions:

Please submit a current resume (maximum two pages), cover letter (maximum one page), and three references in PDF format. In your resume and cover letter, please highlight your experience in relation to the "Essential Job Duties" as listed in the position description below.

All application materials are **due by 11:59pm on Friday, November 6, 2026**. Submit your completed application materials (mail or email accepted) to:

Kelly Dawes, Director of Finance and Operations
Tualatin Soil and Water Conservation District
7175 NE Evergreen Parkway, Suite 400
Hillsboro, OR 97124
Kelly.dawes@tualatinswcd.org

Equal Employment Opportunity Statement

The Tualatin Soil and Water Conservation District is an equal opportunity employer, providing services to the public without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Veterans' Preference

Under Oregon Law, qualified veterans may be eligible for veterans' preference when applying for Tualatin SWCD positions. If you are a veteran and would like to be considered for veterans' preference for this job, please provide qualifying documents with your application submittal.

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Position Description

Invasive Species Technician 1

General Position Summary:
To assist and report to the Invasive Species Program Coordinator regarding invasive species (plant or animal) data collection in the field and data processing in the office, herbicide application to control smaller infestations of priority invasive plants at various new and existing properties within Washington County. Verbal and written property owner communication/coordination and presentations to the public about identifying and reporting priority invasive species.

Salary and Benefits:
This position is full time plus benefits. Salary is dependent on experience. Medical and dental insurance are available after 60 days. 100% Tualatin SWCD-paid short-term disability, long-term disability, and life insurance available after 180 days. Tualatin SWCD will contribute 5% of the gross earnings per pay period to a 457(b)-retirement plan after 180 days. The salary range for this position is $57,593.00 - $66,232.00.

Essential Functions/Major Assignments:
Identification and treatment of invasive species and revegetation within Washington County. Duties to support this function are:

- Collect invasive species survey data in the field with an iPad or iPhone using Field Maps, process and analyze data using ArcGIS Pro and ArcGIS Online and update and submit spray logs using Survey 123.
- Mix, load and apply herbicides to small invasive plant infestations on private or public property with a backpack sprayer or spray bottle.
- Generate and process Permit of Entry letters (POE) per Tualatin SWCD procedures.
- Coordinate with contractors and follow-up with quality control checks.
- Revegetate select treated sites by planting native trees, shrubs, and forbs.
- Provide excellent customer service to landowners either in writing, verbally, or by conducting site visits to landowner properties.

Secondary Functions:
Administrative and outreach support. Duties to support this function are:

- Content development for quarterly Conservation Connection Newsletter and blog/social media posts.
- Communicate with the public at Weed Watcher workshops and other tabling events.
- Work with Tualatin SWCD outreach and education staff and program partners to craft outreach messages and materials.
- Maintain Tualatin SWCD files according to established policy.
- Assist Tualatin SWCD staff with the development of an annual work plan, business plan, annual meeting, and preparing reports.
- Maintain time and attendance reports according to Tualatin SWCD policy.

Job Scope:
The Technician's responsibility regarding influence and impact has a minimal need or ability to analyze problems or concepts or make decisions on the information. This position has minimal impact and influence on Tualatin SWCD operations, programs, expense, or budgetary outcomes. Responsibility for the prudent use of assets does not extend beyond own work responsibilities.

The Technician performs recurring routine work with substantial to moderate supervision and function from a set of instructions or written procedures. The technician must consider their own work and the work of others. Work requires an occasional decision or recommendation about a situation outside the norm, or identification of potential problem situations.

Planning processes will include determination of issues or obstacles and preferred courses of action. Ability to forecast for the near future (six to twelve months) is required. Planning responsibility may also include identification of activities/solutions in concert with others.

There is minimal assigned responsibility for creation, development, design, or problem solving of new product, program, methods, systems, or policy issues. The requirement to create new ideas, and refine concepts is considered on-going job responsibility. Occasionally special projects are assigned.

The Technician must have some ability to use dexterity and fine motor skills to assemble, build or repair machines or other objects.

Supervisory Responsibility:
This position is not responsible for any supervisory functions or responsibilities regarding Tualatin SWCD employees but may occasionally be asked to orient and/or train new employees. The position must be able to supervise and manage contracted spray crews.

Interpersonal contacts:
There will be frequent responsibility for interaction and communication with a broad range of people, both in individual and group meetings, on the phone, through letters, text, or email. Contacts may be within the Tualatin SWCD structure, with Washington County residents, or with other public-sector and private organizations. Collaboration and cooperation must be established to accomplish assigned tasks. Adverse consequences to Tualatin SWCD could be significant if interactions are not handled well. The technician must be comfortable and knowledgeable talking with the public about herbicides and be able to address their questions or concerns.

Specific Job Ability:
This position is detail oriented and highly technical, requiring performance of the following essential job functions:

- Calibrate, clean, and maintain/repair backpack sprayers;
- Wear, maintain and replace personal protective equipment;
- Safely store and transport herbicides;
- Read and follow the herbicide label to properly mix and apply herbicides;
- Utilize basic math to calculate spray rates and volumes used and track the information on daily spray logs via Survey 123;
- Accurately measure weed infestation size and record survey and treatment data on an iPad or iPhone;
- Process data in the office, run queries or reports and make updates on ArcGIS to the permit of entry database;
- Identify invasive species in the field to be able to key out if unknown;
- Advanced knowledge of all Microsoft Office products; i.e. Excel, Word, Power Point, etc.;
- Working knowledge of ESRI products; i.e. ArcGIS Pro, ArcGIS Online, Field Maps and Survey 123;
- Assist with project planning;
- Make detailed observations and notes;
- Strong documentation and organization skills;
- Able to navigate to project sites and knowledge how to read a map and follow driving directions;
- Strong communication skills with email, phone, letters, in-person, etc.;
- Ability to perform a wide range of research;
- State, Federal, and District policy knowledge.

Specific Job Effort:

The Technician position requires some physical efforts and manual labor such as lifting, carrying, constant movement., and regular responsibility for driving. The Technician will encounter new or unusual situations but has resources available to assist with identifying solutions or actions. There is some pressure from deadlines or changing priorities, and interruptions to workflow or concentration can occur. Interaction with others can include demanding or difficult people.

Education, Experience, and Certification/Licensure:

The following education, experience, and certification is required to perform the duties of the position:

- Minimum of 18 months' professional experience conducting invasive weed or plant surveys, applying herbicides to control weeds, working with private landowners, and communicating with the public (either written or verbal);
- A working knowledge of Microsoft Office products, i.e. Excel, Word, PowerPoint;
- Working knowledge of ESRI products; i.e. ArcGIS Pro, ArcGIS Online, Arc Collector or Field Maps, and Survey 123;
- Minimum of one year's experience communicating orally to small and large groups. Strong written and oral communication skills;
- A strong knowledge of native and non-native plant species.

Must have a valid Oregon driver's license and clean driving record (as determined by the Tualatin SWCD insurance carrier).

The following experience is **preferred** to perform the duties of the Technician position:

- Bachelor's degree in biology, botany, ecology, environmental science, crop science or forestry;
- Oregon Public Pesticide Applicator license with:
    - Laws and Safety
    - Two additional categories, i.e. Aquatic, Forestry, Right of Way, Herbicide Ag, Regulatory Weed, Turf & Ornamental Herbicide, etc.
- At least two years of field experience in the Pacific Northwest identifying native and invasive species (plant or animal) (Be prepared to identify species);
- At least one year of working experience using ArcGIS Pro, ArcGIS Online, ArcCollector, Field Maps or Survey 123 (attach a sample of work);
- At least one year of current working relationships with Washington County, Oregon landowners.

Job Conditions:

The Technician work environment will encounter moderate hazards or obstacles. There is some personal risk or hazard. The job conditions are somewhat uncomfortable due to varying work environments; outside job tasks; inclement weather; exposure to chemicals; machinery; electricity; or individuals of unpredictable, possibly harmful intent, etc. Work that is somewhat physically demanding requires walking on uneven terrain, steep slopes in riparian (streambeds and banks) and upland forest environments, as well as agricultural fields and road rights-of-way.

The Technician position requires some physical effort or manual labor such as lifting, carrying (up to 50 pounds), or constant movement while carrying or wearing tools for long distances on steep or uneven terrain. This also includes job situations where speed, agility, and hand eye coordination and equipment operations are a continual requirement. The Technician will regularly be responsible for driving a Tualatin SWCD vehicle.