



8840 Chippewa Highway  
Bear Lake, MI 49614  
231-889-9666, ext. 3  
[www.manisteedcd2.org](http://www.manisteedcd2.org)

### **Position Announcement:**

The Manistee Conservation District (MCD) is seeking qualified applicants for a full-time (40 hour per week) Produce Safety Technician position. This position is grant funded and is designed to assist area growers in assessing safe growing, harvesting, packing, and holding practices on fresh produce farms. The technician will provide technical support to growers working towards compliance with the Food Safety Modernization Act (FSMA) and the Produce Safety Rule with education, outreach, and other forms of assistance as needed. Technical assistance will be provided through on-site visits, risk assessment completion, and a written food safety plan. The technician will also coordinate with local, state, and federal agency resources to help produce growers reduce safety risks and make progress towards implementation of practices consistent with the FSMA.

Technician will be employed by the Manistee Conservation District under the supervision of the MCD Executive Director, with duties spanning a 5-county service area (Manistee, Benzie, Grand Traverse, Leelanau, and Antrim). He/she will also work closely with the Michigan Department of Agriculture and Rural Development (MDARD), Michigan State University Extension, Produce Safety Technicians, Conservation District Staff, NRCS, and other agricultural agencies. Please ***follow the instructions*** at the end of this notice closely. Applications without required documents will not be considered.

### **Requirements:**

- Excellent organizational, written, and verbal communication skills
- A proven high level of proficiency in Microsoft Offices programs, Applicant may be asked to successfully pass a preliminary proficiency test in this area
- Minimum: BS, BA or higher in agriculture or related natural resources field from an accredited university
- Coursework or equivalent direct experience in the area of food and/or produce safety inspection.
- Demonstrably excellent problem-solving, interpersonal, and public communication skills
- Excellent record-keeping and reporting skills
- Maintain a valid Michigan driver's license, company vehicle provided
- Two years' previous experience in natural resources or agricultural fieldwork desirable
- Knowledge of and experience working with agricultural producers and practices desirable, with a strong understanding of the agri-food chain
- Must be able to work efficiently outdoors in varying conditions and rough terrain; able to lift 50 pounds
- Must be able to work independently of direct supervision and as part of a team
- Ability to pass a background check, as well as a driving-history check

### **Duties:**

- Complies with all grant requirements, deliverables, and objectives
- Follows all Federal, State, and local laws
- Attends and delivers presentations to a variety of industry networks at events, meetings, and district workshops to create awareness of produce safety practices and available resources
- Collaborates with the Michigan On-Farm Produce Safety Team in creating tools, processes, procedures and educational opportunities for growers in the State
- Leads classroom training sessions and outreach presentations in the community
- Performs or takes part in on-farm produce safety workshops

- Performs on-farm assessments using the Michigan Produce Safety Risk Assessment (PSRA) and the On-Farm Readiness Review (OFRR)
- Maintains a weekly activity log and a written staff report, to be shared with MDARD, partners and the Manistee Board of Directors
- Prepares articles, newsletters and other media for local news organizations in Manistee County and other counties in the technician's service area
- Contributes quarterly articles to the Manistee CD newsletter (four times per year)
- Assists with the preparation of program documentation, including, but not limited to: grant applications, plan of work, monthly and annual reports, etc.
- Maintains consistent messaging that positively represents the Manistee Conservation District's vision, mission, and presence within the community
- Works closely with area MAEAP technician(s) to assist farmers in working toward compliance
- Travels both in-state and out-of-state for PSP program trainings and meetings
- Collaborates with Conservation District staff to promote produce safety programs and practices
- Develops and/or assists in the development of materials designed to effectively engage producers through outreach and education
- Promotes produce safety practices through displays, newsletters, group presentations, demonstrations, public service announcements, news releases, radio programs, and other means
- Works cooperatively with District staff and other agency personnel
- Completes other essential activities as required by the grant agreement
- Perform other essential activities as required by the MDARD grant agreement
- Other duties as assigned

#### **Other Functions:**

- Assists office and Conservation District programs such as annual meeting, newsletter, walk-in customers, answering telephones, general office upkeep
- Assist with and promote, through public relations, District events as requested by the Executive Director
- Assist in the preparation of District records, reports, and annual and long range work plans (Strategic Plan)
- Prepare and provide presentations to groups on general conservation topics as requested
- Prepare news articles of local interest about general conservation subjects including notices of upcoming events, demonstrations, and workshops

#### **Working Conditions:**

The primary workplace is in a typical office setting at the Manistee Conservation District in Bear Lake, MI. Office coverage is necessary and staff should expect to be in the office when not in the field or at other professional meetings or events. The Produce Safety Technician will frequently be on farms, which may involve traversing uneven, boggy, and submerged terrain in a wide range of air temperatures and weather. Typical work schedule is M-F 8:30AM-4:30PM, but events and client schedules may require flexibility, including the need to work some evenings and weekends. The Produce Safety Technician may occasionally be in the vicinity of agriculture crews using hand tools, power equipment, and harvest machinery. Occasional involvement in hands-on field work may be required. The MCD has 2 company vehicles that should be utilized when travel is necessary.

#### **Salary & Benefits:**

This position is funded by an annually renewed grant through the Michigan Department of Agriculture and Rural Development (MDARD). Starting wage range is \$37,440 - \$45,000 (total compensation package based on grant funding). Benefits include paid federal holidays, generous annual leave and personal time, workman's compensation, Health Insurance, Vision, Dental, and optional FSA after the successful completion of a 90-day probationary period. Annual/Personal Leave are pro-rated after the 90-day probationary period.

### **How to Apply:**

Note: To be fully considered for this position, please follow the steps outlined below:

- A cover letter, discussing applicant's background and the reasons for interest in the position
- A resume detailing applicant's work history, areas of expertise, and education
- A copy of applicant's unofficial college transcripts from all post-secondary institutions
- The names and contact information of three references who can attest to applicant's knowledge, experience, and ability to work with the public (suggested that at least one of them be a former supervisor).

### **Where to Apply:**

Send **complete application packet (via email only)** to:

The Manistee Conservation District, Attn: Renee Mallison, Executive Director

**Email:** [manisteed@macd.org](mailto:manisteed@macd.org)

**Phone:** 231-889-9666

**Prior to an interview, the Manistee CD should have received from the applicant:**

- The application packet of materials outlined above
- Copy of transcripts (unofficial accepted) from all post-secondary academic institutions attended.
- Three work-related (not personal) references with up-to-date contact information

**Deadline for applications: April 23, 2021 at 1:00 pm.**

***\*\*This position carries a non-compete clause, meaning that no other paid agricultural work can be done while employed by the Manistee Conservation District\*\****

*CONDITIONS OF ANNOUNCEMENT - The Manistee Conservation District reserves the right to make changes to the content of this position announcement without notification and may at any time withdraw the announcement.*

*EQUAL EMPLOYMENT OPPORTUNITY - Candidates will be considered without discrimination for any non-merit reason such as race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or familial status, or membership or non-membership in an employee organization.*