



Sauk River Watershed District

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Sauk Centre MN 56378
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The Sauk River Watershed District is currently seeking applications for the position of Water Resource Manager.

Classification: Permanent, Full-time
Salary Range: \$51,200 - \$76,800, based on qualifications and experience
Location: Sauk Centre, Minnesota
Benefits: Medical, Life, Disability, PERA; Vacation, Sick Leave and Paid Holidays
Close Date: 4:30 p.m., December 31, 2018

General Description

The Water Resource Project Manager is responsible for all projects and programs that address water quality issues and aids in achieving the water quality goals as outlined in the Comprehensive Watershed Management Plan (Plan). This includes the development and implementation of watershed projects and programs, including capital projects and smaller scale projects and special programs. The Water Resource Project Manager will coordinate watershed management activities involving other local units of government, City and County Departments, agencies, and private and non-profit organizations within the watershed.

Minimum Qualifications

Bachelor of Science degree, or equivalent in the field of environmental studies / science, water resources, biology, ecology or a related field. Advanced degree and/or certificates within appropriate field are preferred. Experience with stream hydrology and water quality monitoring and chemistry is essential. Experience with construction sites, development site plan reviews, stormwater management and Best Management Practices. Minimum of 5 years professional experience, including project management is preferred. Good communication and computer skills are required. Must have strong organizational and time management skills and the ability to work independently. Familiarity with GIS technologies is preferred.

How to Apply

Interested candidates should send a letter of interest and resume to: Scott Henderson, District Administrator, Sauk River Watershed District, 524 4th Street South, Sauk Centre, MN 56378 or via email to: scott@srwdmn.org. Full job description is available online at www.srwdmn.org or by emailing scott@srwdmn.org.

Interviews are tentatively scheduled to be conducted the week of January 14, 2019.

**SAUK RIVER WATERSHED DISTRICT
POSITION DESCRIPTION**

JOB CLASSIFICATION: **Technical Specialist 3**

POSITION TITLE: **Water Resource Manager**

REPORTS TO: **District Administrator**

POSITION OBJECTIVE:

The Water Resource Manager is responsible for all projects and programs that address water quality issues and aids in achieving the water quality goals as outlined in the Comprehensive Water Resource Management Plan (Plan). This includes the development and implementation of watershed projects and programs, including capital projects and smaller scale projects and special programs. The Water Resource Manager will coordinate watershed management activities involving other local units of government, City and County Departments, agencies, and private and non-profit organizations with the watershed.

MAJOR/ESSENTIAL FUNCTIONS: Water Resource Manager will:

1. Manage the implementation of District projects. These projects may include Capitol projects, partner projects, landowner's projects and grant projects. Project management encompasses all aspects of the project, including but not limited to financial management, scope of work, schedule, partner coordination, engineering, contracts, easements, cooperative funding agreements and permitting. Project evaluation and documentation is paramount to this position.
2. Develop and implement programs. Administrating programs encompasses all aspects of the program, including but not limited to development, financial management, schedule, partner coordination, engineering, contracts, easements, cooperative funding agreements and permitting.
3. Provide technical assistance to District projects and programs. Maintain good working relationships with existing and potential project partners and assist in building good working relationships with all partner agencies and lake associations. Assist landowners in environmental issues and concerns. Represents the District on federal, state and local technical committees. Provide leadership and management support drafting comments, responses and recommendations to federal, state and local water management rules, regulations and plans. Facilitate special interest groups, such as a Technical Advisory Committee.
4. Manage the development and amendment of the Plan, which includes updating the Plan based on water quality data and updating annual report cards. Maintains the Plan and provides the general public, elected officials and agency staff with information as required. Manages the development and updating of special reports, including but not limited to the District's Total Maximum Daily Load reports and Watershed Restoration and Protection Strategy Report.
5. Research available funding other than the general levy. This funding can be from grant programs, State Revolving Funds, or Board approved special assessments. Initiate the application process, including pre-grant planning, coordinating the activities of District staff in aiding in any grant/loan applications, and administering the funds from awarded grants. Submit semi-annual reports to funding sources for grant-funded projects. Perform budget tracking and expenditure reporting and ensure the Office/Financial Manager has accurate and up-to-date figures for accounting. Collaborate with partners to ensure match funding is available. Liaison between the District and outside funding agencies and groups for all District programs.
6. Perform other related duties and responsibilities as assigned. In lieu of an on-staff technician, perform project and program onsite inspections and evaluations.

MINIMUM QUALIFICATIONS:

Bachelor of Science degree, or equivalent in the field of environmental studies / science, water resources, biology, ecology or a related field. Advanced degree and/or certificates within appropriate field are preferred. Experience with stream hydrology and water quality monitoring and chemistry is essential. Experience with construction sites, development site plan reviews, stormwater management and Best Management Practices. Minimum of 5 years professional experience, including project management is preferred. Good communication and computer skills are required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the field of environmental science and related areas and disciplines
2. Knowledge of wetlands identification and function
3. Knowledge of federal, state and local environmental regulations, programs and agencies specific to water quality
4. Knowledge of water quality testing of lakes and sampling analysis procedures and ability to review water sample analysis results.
5. Knowledge of a variety of field concepts, practices and procedures
6. General knowledge of farming practices and different farming industries
7. Basic knowledge of chemistry
8. Ability to use field test equipment related to wet and dry weather water quality sampling, environmental monitoring or reporting.
9. Ability to coordinate multiple projects with conflicting demands and prioritize tasks
10. Ability to assess most engineering designs, construction practices, related to environmental controls.
11. Ability to research, develop and implement or assist in implementation of major environmental programs including resource monitoring, public education and BMP installation
12. Ability to assess environmental quality and potential impacts
13. Ability to establish and maintain effective working relationships, work independently and in team settings.
14. Demonstrated computer skills necessary to implement programs.
15. Knowledge of appropriate office equipment and software programs, including Microsoft Office.
16. Working knowledge of equipment and software programs used in monitoring programs
17. Familiarity with marketing and educational software
18. Knowledge of technical skills related to limnology, hydrogeology, financing, engineering, soils and land resource management.
19. Good communication, organizational and time management skills. Ability to communicate effectively both orally and in writing.
20. Good technical writing skills and skilled in the preparation of technical reports. Ability to write concise monitoring analyses.
21. Must have a valid Minnesota driver's license and have a vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District and meets the requirements of the State of Minnesota.

SUPERVISORY RESPONSIBILITIES:

None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT:

This position requires a high level of public contact requiring tact, courtesy and good judgment.

PHYSICAL AND MENTAL DEMANDS:

Site visits may occasionally involve extreme hot and cold temperatures. Position may occasionally involve walking in rugged terrain. Position involves occasional lifting up to 70lbs. Position requires extended periods of sitting and repetitive action operating computer equipment. Position requires adapting and adjusting to rapidly changing situations. Position requires prioritizing and planning on limited funding and within a short timeframe. Position requires coordinating multiple projects and conducting analyses while remaining flexible and patient and dealing with occasional interruptions. Position requires multi-tasking in a fast-paced, high stress environment. Position requires dealing with multiple individuals, organizations and associations demanding time to listen and provide technical guidance.

WORKING CONDITIONS:

Normal shift, eight hour days, 5 days a week. The majority of work is performed under normal office conditions. Position requires travel for site visits and meetings. Occasional exposure to outdoor temperature extremes during site visits.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.