

**GRADE:** 6

**JOB CLASSIFICATION:** Technical Specialist I

**POSITION TITLE:** Water Resource Technician

**REPORTS TO:** Administrator

**STATUS:** Full time, exempt (from F.L.S.A.)

**PRIMARY OBJECTIVE:**

Perform skilled to highly skilled duties providing technical assistance in water resource protection and planning as it relates to the implementation of District goals and objectives.

**POSITION OBJECTIVE:** This Position is responsible for providing technical assistance in water resource protection and planning. Special emphasis will be placed on assisting with the operation and maintenance of a watershed-wide stormwater monitoring program, assisting with the monitoring, maintenance and inspection of District Best Management Practices (BMPs), assisting with monitoring of permitted sites to ensure compliance with District rules and assisting with GIS and database management. The workload will consist of approximately 40%—water monitoring, 30% BMP monitoring, maintenance and inspections, 25% permit site monitoring and 5% GIS/database work.

**ESSENTIAL FUNCTIONS:**

1. Assist with the implementation of the District's Monitoring Program. This will include the installation, operation and maintenance of monitoring equipment necessary to implement District's Monitoring Program. Monitoring will include stormwater discharges at key outlets to the Mississippi River, stormwater BMPs, wetland biological monitoring and qualitative lake monitoring. Collect data necessary in assessing the inputs to the River relative to the existing quality of the River. Accurately record and store all data collected from monitoring program. Frequent (Weekly) confined space entry will be required for this position.
2. Assist with monitoring, maintenance and inspection of the District stormwater BMPs. This work will include routine field inspections to assess the function and performance of stormwater quality BMPs. Perform regular maintenance of BMPs as necessary. Monitor and document the long term effectiveness of the District's BMPs. Maintain collaborate partnerships with local units of government for BMP maintenance. Assist staff with updating procedures for proper BMP maintenance and operation. Conduct regular restoration maintenance: invasive plant control, weeding, mulching, fence repair, and watering, other duties as assigned.
3. Primary work with the Permit Program will be assisting with the monitoring of permitted sites to ensure compliance with District rules. Other Permit Program duties may include assisting with the review of permit applications, site plans, and other materials; perform investigations and research needed to issue permits. Help maintain complete records of permit applications.
4. Create maps using ArcGIS 9.3 and assist with the District GIS Program.

5. Use word processing, spreadsheet, and database management software (such as Word, Excel, Access, PowerPoint, etc.) to produce correspondence, reports, forms, and technical information.
6. Compose letters, memoranda, reports, and other written communications. Assist staff with surveys and collect/research data for special projects.
7. Keep staff informed of meetings, events, and deadlines by disseminating written and verbal information in a timely manner.
8. Attend and participate in staff meetings to keep abreast of staff activities and to share information with them so that work efforts can be coordinated when necessary.
9. Perform other duties as needed or required.

*(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change.)*

## **SALARY**

\$34,400 - \$51,600 depending on qualifications and experience, plus benefits.

## **MINIMUM QUALIFICATIONS**

Bachelor of Science degree, or equivalent in the field of Limnology, Water Resources, Earth Science, Water Resource management, Natural Resources or related field. Experience with stream hydrology and water quality monitoring and chemistry are essential. Experience with construction sites, erosion and sediment control practices, development site plan reviews, stormwater management and Best Management Practices. One to two years professional experience is preferred. Good communication and computer skills are required. Received training on confined space entry procedures or able to obtain training in first six months of employment.

## **KNOWLEDGE, SKILLS and ABILITIES**

1. Desired Qualifications.  
Experience with conducting in-stream flow measurements and developing stage discharge relationship. Experience with Global Water, ISCO and HoBo automated data loggers and automated water quality samplers. Experience with storing, summarizing and analyzing data, specifically water quantity and water quality data. Also experience in preparing technical reports and papers such as water monitoring reports and/or summaries of flow data. Knowledge of native and exotic plant identification and native plant communities. Knowledge and/or experience in natural area restoration and maintenance and invasive plant control.
2. Minimum Software Experience  
Proficiency with a personal computer (PC), Pocket PC and Microsoft software packages for word processing, spreadsheet, database management and computer generated graphics. Specifically, but not limited to, Microsoft Office, Excel, Word, Access, PowerPoint. Ability to effectively use email and internet applications and other common software applications.
3. Desired Software Experience.

Experience using work specific software including: Flowlink 5, Global Water, Boxcar, ArcGIS 9.3, Pendragon and GPS software.

4. Field Work and Equipment Fabrication.

Lifting/physical labor and general building skills will be required. The field work component of this position is significant and includes, but is not limited to: lifting of items weighing 60#, walking over rough terrain, working in all variety of weather conditions, working inside of confined spaces such as storm sewers and stormwater BMPs, removing debris from stormwater BMPs, installing steel enclosures, hand trenching for cable chases, post hole digging and setting 4"x4"x10' posts, building rain gauge platforms, fabricating PVC enclosures, and anchoring cables/probes into storm sewers.

5. General Skills and Abilities

Ability to take direction, work independently with a minimum of supervision, use good time management practices, possess the ability to set priorities and balance large volumes of diverse work.

Ability to develop and maintain effective working relationships with, the District Coordinator, CRWD Board of Managers, Citizens Advisory Committee, Ramsey Conservation District staff, Ramsey County staff, City and agency staff, members of the public, Contractors, Developers, Developer Engineers and other interested parties.

Ability to effectively communicate orally and in written form. Ability and skill with analysis, planning, and implementation of monitoring programs and solutions. Ability to research and prepare detailed reports and analyses.

Must have valid Minnesota driver's license and have vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District.

### **SUPERVISORY RESPONSIBILITIES**

None, unless otherwise assigned. Occasionally provide work direction for and lead a team of seasonal employees and/or volunteers.

### **RESPONSIBILITY FOR PUBLIC CONTACT**

High level of public contact requiring tact, courtesy and good judgment.

**EMPLOYMENT CLASSIFICATION:** Salaried, exempt from the provisions of the Fair Labor Standards Act.

*The Capitol Region Watershed District embraces and values diversity and seeks to recruit, promote and retain employees that reflect the diverse community we serve. We believe that multilingual and bilingual staff and a diverse mix of employees enrich the workplace and enhance the quality of our service. The Capitol Region Watershed District encourages all qualified to apply for open position.*

### **NON-DISCRIMINATION POLICY**

**The Capitol Region Watershed District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.**

**WATER RESOURCE TECHNICIAN III  
PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT**

**WORK ENVIRONMENT**

- 1.) Normal shift = eight (8) hours for five (5) consecutive days. Occasional evening meetings required.
- 2.) Work location varies from controlled indoor environment to working outdoors.
- 3.) Stress level varies from low to very high.

**PHYSICAL DEMANDS**

Type of Activity	Frequency
Walking/standing:	M/S
Sitting:	M
Standing in One Place:	M
Climbing:	O
Pulling/Pushing:	M/S
Crawling/Kneeling/Squatting:	M/S
Bending/Stooping:	M/S
Twisting/Turning:	M/S
Repetitive movement:	M/S
Lifting waist to shoulder:	M/S
Lifting knee to waist:	M/S
Lifting floor to knee:	M/S

S = Significant      M = Moderate      O= Occasional