



## Capitol Region Watershed District

595 Aldine Street • Saint Paul, MN 55104

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**BOARD APPROVED:** January 16, 2019

**GRADE:** 6

**JOB CLASSIFICATION:** Technical/Specialist I

**POSITION TITLE:** Urban BMP Technician

**REPORTS TO:** Planning, Projects and Grants Division Manager

Capitol Region Watershed District embraces and values diversity and seeks to recruit, promote and retain employees that reflect the community we serve. We believe that diversity enriches the workplace and enhances the quality of our service. Capitol Region Watershed District encourages anyone who is interested and qualified to apply for open positions.

**POSITION OBJECTIVE:** Perform various entry level duties related to the planning, design, construction and operation and maintenance of urban stormwater best management practices (BMPs) in the District.

**POSITION DESCRIPTION:** The Urban BMP Technician provides support and technical assistance in the planning, design, construction and operation and maintenance of green infrastructure practices and other types of stormwater BMPs. This position will generally support the following District program areas: Stewardship Grant Program, Special Grant Program, and BMP Operation and Maintenance Program.

### **ESSENTIAL FUNCTIONS:**

1. Inspect and coordinate maintenance of District-funded, owned and/or operated BMPs.
2. Implement and update District BMP operation and maintenance (O&M) plans.
3. Assist in the planning, design and construction of District BMP grant funded projects.
4. Update an electronic database of District-funded, owned and/or operated BMPs and conduct analyses of BMP data
5. Assist in the promotion and outreach of District BMP grant programs.

### **ADDITIONAL FUNCTIONS:**

1. Conduct GIS work to support District programs and projects.
2. Provide technical and field support to other District programs including monitoring, education and outreach, and permitting.
3. Assist in the operation and maintenance of the District's storm sewer infrastructure
4. Communicate verbally and in writing urban watershed issues and best management practices to the general public, colleagues and decision makers.

*(The functions 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:** Salary range is from \$37,800 - \$56,800 and initial salary depends on qualifications and experience.

**MINIMUM QUALIFICATIONS:** Bachelor of Science degree, or equivalent in the field of water resources, engineering, earth science, watershed management, landscape design or related field. Understanding of stormwater management, green infrastructure practices and other stormwater BMPs, and/or urban hydrology is preferred.

**KNOWLEDGE, SKILLS and ABILITIES:**

General

1. Performs varied and challenging detail-oriented work.
2. Ability to establish priorities, balance diverse work and implement projects successfully.
3. Ability to take direction from supervisor and colleagues, work successfully with considerable independence (self-motivated) and use good time management skills.
4. Must have valid Minnesota driver's license and have vehicle available for periodic business use on a mileage reimbursement basis. Proof of insurance for vehicle must be provided to the District.
5. Promote a diverse, inclusive, culturally competent, and respectful workplace.

Technical

1. Knowledge of watershed management, hydrology, and natural resource management
2. Knowledge of green infrastructure and stormwater BMP planning, design and construction.
3. Ability to manage and analyze technical data
4. Experience working with ArcMap and ArcGIS online.
5. Familiarity with watershed/water quality assessment models (e.g. HydroCAD, P-8, MIDS, SWMM).
6. Demonstrated ability to learn standard procedures and follow written and oral instructions to accomplish technician duties.

Communication

1. Effectively listens, speaks, and interacts tactfully in a work group and the public.
2. Demonstrates verbal and written abilities.
3. Ability to work collaboratively and effectively.
4. Demonstrates conflict management skills and abilities with citizens and others.
5. Follows oral and written instructions.
6. Communicates with a diverse group of co-workers, supervisors, and the public in a cooperative, effective, and respectful manner.
7. Responds promptly and develops positive working relationships with internal and external audiences.
8. Selects and uses the most appropriate method of communication with the public or coworkers.

9. Produces effective and readable technical and non-technical reports, documents, and correspondence.

**SUPERVISION RECEIVED:** Works under the close supervision of the Planning, Projects, and Grants Division Manager as well as project leads or senior technicians.

**SUPERVISORY RESPONSIBILITIES:** None, unless otherwise assigned.

**RESPONSIBILITY FOR PUBLIC CONTACT:** High level of public contact. The position requires good judgement and respectful interactions.

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

**CRIMINAL BACKGROUND CHECKS:** All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar of employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

**EQUAL OPPORTUNITY EMPLOYER:** The Capitol Region Watershed District is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, creed, religion, age, sex, disability, marital status, political affiliation, genetic information, sexual orientation, gender identity, public assistance, veteran status, national origin or other legally protected status protected under federal, state, or local law.

**If you need assistance or an accommodation due to a disability, please contact us at [belinda@capitolregionwd.org](mailto:belinda@capitolregionwd.org), 651-644-8888.**

## PHYSICAL DEMANDS AND JOB DESCRIPTION SUPPLEMENT

### WORK ENVIRONMENT

- 1) Normal shift = eight (8) hours for five (5) consecutive days.
- 2) Work location normally in controlled environment.
- 3) Stress level varies from low to very high.

### PHYSICAL DEMANDS

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

S = Significant M = Moderate O = Occasional