



Capitol Region Watershed District

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BOARD APPROVED: October 19, 2016
LAST UPDATE: March 17, 2020
GRADE: 8
JOB CLASSIFICATION: Technical/Specialist II
POSITION TITLE: Stormwater BMP Specialist
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. The District encourages anyone who is interested and qualified to apply for open positions.

PRIMARY OBJECTIVE: Perform skilled to highly skilled duties related to the coordination and implementation of District water quality improvement grant programs and the planning, design, and construction of green infrastructure practices and other stormwater best management practices (BMPs) in the District.

POSITION OBJECTIVE: The Stormwater BMP Specialist coordinates the District's Stewardship Grant Program which provides funding and technical assistance for the planning, design, and construction of green infrastructure practices and other stormwater BMPs. The specialist is also responsible for coordinating design and construction of BMPs in the right-of-way with District partners.

ESSENTIAL FUNCTIONS: The Stormwater BMP Specialist is responsible for:

1. Managing and implementing the District's Stewardship Grant Program which includes communicating with interested applicants, grantees, and consultants, coordinating green infrastructure practice design by outside consultants, reviewing green infrastructure plans, providing technical assistance, administering grant agreements, inspecting projects during and after construction and updating electronic tracking of grant projects.
2. Promoting the Stewardship Grant program in priority geographic areas to increase participation by underserved communities.
3. Evaluating existing grant programs and providing recommendations on ways to improve efficiency and engagement leading to higher numbers of grant funded water quality improvement projects.
4. Coordinating the planning, design and construction of boulevard raingarden projects or other BMPs in the right-of-way (ROW) as opportunities arise, which may include municipal street reconstruction projects, ROW utility work, and ash tree removal.
5. Managing and implementing the District's Well Sealing Grant Program to protect groundwater resources.
6. Apply for and manage state or other grants on behalf of the District.
7. Developing and implementing site-specific stormwater management feasibility studies.

ADDITIONAL FUNCTIONS:

1. Provide technical support for the District's Master Water Stewards Program, which may include presentations about rain garden design and maintenance and District projects, identification of potential water quality improvement projects, and BMP project guidance.
2. Provide technical and field support to other District programs including monitoring, permitting, communications and engagement, and GIS.
3. Stay informed of new and emerging trends in stormwater management. Work with District staff and programs to incorporate effective new technology and systems into District programs and projects.
4. Effectively communicate watershed issues and projects at meetings, conferences, before the media, and to other units of government, Board of Managers, staff, partner organizations and public.

(The functions described 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: Salary range is from \$46,400 - \$69,600 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 is required. Master of Science degree is preferred. Strong understanding of stormwater management, urban hydrology and water quality are essential. Experience with green infrastructure practices and other stormwater BMPs including siting, design, plan review, construction inspection, and/or maintenance requirements is highly desired. Minimum of four years of professional experience including project management is required.

KNOWLEDGE, SKILLS and ABILITIES:

Technical and Policy

1. Knowledge of and working experience with green infrastructure and stormwater BMP planning, design and construction.
2. Knowledge of watershed management, surface and groundwater hydrology, natural resource management, soils and MN native plants.
3. Familiarity with BMP design software, watershed/water quality assessment models (e.g. HydroCAD, P-8, MIDS, SWMM) and GIS.
4. Ability to analyze technical data and write technical reports and memos.
5. Ability to review and interpret construction drawings, diagrams and specifications.
6. Familiarity with local, state, and federal stormwater programs and regulations.

Project Management

1. Exceptional project management skills with ability to establish priorities, balance large volumes of diverse work and implement projects successfully.

2. Demonstrated ability to develop project scopes of work and budgets.
3. Experience developing and managing professional services, construction and vendor contracts.
4. Ability to effectively provide direction to consultants, contractors, and vendors to ensure contract requirements are met.
5. Ability to effectively lead project teams consisting of staff, public partners, and other stakeholders.
6. Proven ability to take direction from supervisor and colleagues, work successfully with considerable independence and use good time management skills.
7. Excellent conflict management and interpersonal skills.

Communication

1. Strong written and oral communication skills including ability to write successful grant requests.
2. Experience with different methods of stakeholder engagement, program promotion, and outreach to underserved communities.
3. Ability to develop effective cooperative relationships with technical and policy staff, state and local government officials, and private entities and citizens.
4. Ability to develop and maintain effective working relationships with the District’s Administrator, Planning, Projects and Grants Division Manager, and other staff.

Other

1. 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.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of public contact. The position requires good judgment 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: 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 careers@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