



Capitol Region Watershed District

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BOARD APPROVED: June 3, 2020

LAST UPDATE: December 21, 2021

GRADE: 2

JOB CLASSIFICATION: Technical Specialist I

POSITION TITLE: Water Resource Technician

REPORTS TO: Monitoring, Research, & Maintenance 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 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 DESCRIPTION: 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 District research priorities and assisting with database management.

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 lake monitoring. Collect data necessary in assessing the inputs to the District Lakes and the Mississippi 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 longterm 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.
3. Assist with development, updates, and implementation of the District's Lake Management Plans.

4. Manage all relevant data in District databases. Review, import, export and manipulate data in WISKI (the District's monitoring database). Analyze and generate data summaries to support work of the District and water resource management decision making.
5. Use word processing, spreadsheet, and database management software (such as Word, Excel, 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 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 \$38,566 - \$57,936 and initial salary depends on qualifications and experience.

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 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 discharge and load calculations. 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 invasive plant communities. Knowledge and/or experience in aquatic ecosystems.
2. **Minimum Software Experience**
Proficiency with a personal computer (PC), and Microsoft software packages for word processing, spreadsheet, database management and computer-generated graphics. Specifically, but not limited

to, Microsoft Office, Excel, Word, 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, WISKI, Global Water, R, ArcMap/ArcGIS online 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 posts, , fabricating monitoring equipment enclosures, anchoring cables/probes into storm sewers, and navigating a canoe.
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 District staff, District Board of Managers, Citizens Advisory Committee, Ramsey Conservation District staff, Ramsey County staff, City and agency staff, members of the public, Contractors, 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.

SUPERVISION RECEIVED: Works under the close supervision of the Monitoring, Research & Maintenance Division Manager as well as project leads.

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.

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

S = Significant M = Moderate O= Occasional