



Capitol Region Watershed District

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BOARD APPROVED: November 3, 2021

LAST UPDATE: June 3, 2022

GRADE: 2

JOB CLASSIFICATION: Technical/Specialist I

POSITION TITLE: Water Resource Technician

REPORTS TO: Planning, Projects and Grants Division Manager

Capitol Region Watershed District embraces and values diversity, equity and inclusion. CRWD 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. We are committed to a team that represents a variety of backgrounds, perspectives, and skills. Capitol Region Watershed District encourages anyone who is interested and qualified to apply for open positions.

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

POSITION DESCRIPTION: The Water Resource 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, Facility Management and Inspections, BMP Database, and GIS.

ESSENTIAL FUNCTIONS:

1. Assist in the inspection and coordination of maintenance of District infrastructure including the Trout Brook Storm Sewer Interceptor, Green Line rain gardens and stormwater planters, CRWD office BMPs, and other capital improvement projects.
2. Assist in the inspection of Stewardship Grant funded projects and provide technical maintenance assistance to grantees.
3. Update and conduct periodic reviews of BMP operation and maintenance (O&M) plans.
4. Assist in site visits, grantee communication and coordination, and grant administration of the Stewardship Grant Program.
5. Assist in the promotion and outreach of clean water projects, native landscaping, and BMP maintenance funded through the District's Stewardship Grant Program. Promotion and outreach may include updating grant materials and website content, writing blog posts and e-newsletter articles, attending community events, etc.
6. Coordinate the District's Well Sealing Grants, which includes communicating with grantees, reviewing and processing well sealing grant applications, preparing and executing grant agreements, and processing reimbursement requests.
7. Update the District's electronic database of District-funded, owned and/or operated BMPs, develop reports, conduct analyses of BMP data, and assist with general database management.

ADDITIONAL FUNCTIONS:

1. Conduct GIS work to support District programs and projects.
2. Provide technical, field and outreach support to other District programs including monitoring, communications and engagement, and permitting.
3. Communicate verbally and in writing urban watershed issues and best management practices to the 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 \$38,556 - \$57,936 and initial salary depends on qualifications and experience.

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

KNOWLEDGE, SKILLS and ABILITIES:

General

1. Perform 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.

Our mission is to protect, manage and improve the water resources of Capitol Region Watershed District.

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: 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 or 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