



Capitol Region Watershed District

595 Aldine Street
Saint Paul, MN 55104
(651) 644-8888 • capitolregionwd.org

BOARD APPROVED: November 3, 2021

LAST UPDATE: January 25, 2024

GRADE: 2

JOB CLASSIFICATION: Technical II

POSITION TITLE: Regulatory Technician

REPORTS TO: Regulatory Division Manager

Capitol Region Watershed District (CRWD) embraces and values diversity 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 technical duties related to the review, approval, construction, inspection, and operation of urban stormwater best management practices (BMPs) implemented through CRWD Rules that help to protect and improve its water resources.

POSITION DESCRIPTION:

This position supports the Regulatory Division in implementing and enforcing CRWD Rules to protect the water resources of the District. The Regulatory Technician provides technical assistance in the permit application and plan review for new development and redevelopment projects requiring CRWD permits. The Technician will also perform inspection of active construction sites to ensure compliance with erosion and sediment control requirements and proper construction and function of stormwater BMPs.

ESSENTIAL FUNCTIONS:

1. Work closely with CRWD permit engineer to review and process permit applications, including Stormwater Pollution Prevention Plans, stormwater management plans and models, and other design drawings.
2. Inspect CRWD permit sites to ensure compliance with requirements for temporary erosion and sediment control BMPs and permanent stormwater BMPs, conveying inspection findings to applicants, owners, contractors, and city staff through reports and other correspondence.
3. Provide technical guidance to contractors and construction contacts to achieve site compliance and water quality protection.
4. Conduct permit closeout and BMP performance inspections and reporting.
5. Identify and respond to illicit discharge and other water quality issues, complaints, and concerns.
6. Update the BMP database with applicant information and other permit details.
7. Initiate enforcement actions in cases of excessive non-compliance.

ADDITIONAL FUNCTIONS:

1. Communicate verbally and in writing urban watershed issues and best management practices to the general public, colleagues, and decision makers.
2. Develop and maintain relationships with permit applicants, engineers, contractors, and public partners. Identify opportunities to provide efficiency and strengthen these relationships.
3. Provide technical and field support to other District programs including planning, grants, monitoring, and communications and engagement.
4. Assist with other priorities outlined in CRWD's Watershed Management Plan as directed.

(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 \$45,496 - \$68,364 and initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS:

One-year professional work experience. Bachelor of Science degree, or equivalent combined relevant work and education experience, in the field of water resources, engineering, earth science, watershed management, landscape design, natural resources, or related field. Experience with construction sites, erosion and sediment control practices, development site plan reviews, and/or stormwater management practices.

KNOWLEDGE, SKILLS, and ABILITIES:**General**

1. Performs varied and challenging detail-oriented work.
2. Establishes priorities, balances diverse work, and implements projects successfully.
3. Takes direction from supervisor and colleagues, works successfully with considerable independence (self-motivated) and uses good time management skills.
4. Must have a valid Minnesota driver's license.
5. Promotes a diverse, inclusive, culturally competent, and respectful workplace.

Technical

1. Knowledge of watershed management, hydrology, soil science, wetlands, and natural resource management.
2. Knowledge of green infrastructure and stormwater BMP planning, design, and construction.
3. Demonstrated ability to learn local and state-wide stormwater rules and erosion/sediment control permitting requirements.
4. Ability to manage and analyze engineering plans and technical data.
5. Demonstrated ability to learn standard procedures and follow written and oral instructions to accomplish technician duties.
6. Ability to obtain certification through the University of Minnesota Erosion and Stormwater Management Certification Program within the first 6 months of employment, pending course offerings.

Communication

1. Listens, speaks, and interacts tactfully in a work group and with the public.

2. Responds promptly and works collaboratively and effectively with a diverse group of co-workers, supervisors, and the public to develop positive working relationships.
3. Demonstrates conflict management skills and abilities with the public and others.
4. Selects and uses the most appropriate method of communication with the public or coworkers.
5. Produces timely, effective, and readable technical and non-technical reports, documents, and correspondence to effectively convey permit requirements.

SUPERVISION RECEIVED:

Works under the close supervision of the Regulatory Division Manager.

SUPERVISORY RESPONSIBILITIES:

None.

RESPONSIBILITY FOR PUBLIC CONTACT:

High level of public contact. The position requires good judgement, timely responses, 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.