



## Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • [capitolregionwd.org](http://capitolregionwd.org)

**BOARD APPROVED:** [TBD]

**LAST UPDATED** January 16, 2026

**GRADE:** 1

**JOB CLASSIFICATION:** Technical I: Full-Time Temporary (Seasonal)

**POSITION TITLE:** Water Resource Technician I

**REPORTS TO:** Monitoring, Research, & Maintenance 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. CRWD encourages anyone interested and qualified to apply for open positions.

### **PRIMARY OBJECTIVE:**

Performs various entry level technical work in areas such as: water quality monitoring, data collection and management, and monitoring equipment maintenance.

### **POSITION DESCRIPTION:**

This position assists the Monitoring, Research, and Maintenance Division with stormwater monitoring and other data collection of Capitol Region Watershed District. The individual responsibilities will include assisting with: the installation, operation and maintenance of monitoring equipment, including stormwater discharges at key outlets to the Mississippi River and stormwater Best Management Practices; recording and storing data collected from monitoring program; and monitoring, maintaining, and inspecting District stormwater Best Management Practices (BMPs). During the field season, the majority of the technician's time will be spent outdoors participating in field monitoring and preparing and/or delivering samples to lab.

### **ESSENTIAL FUNCTIONS:**

#### **1. Assist with the implementation of the District's Monitoring Program.**

This will include installing, operating, and maintaining monitoring equipment necessary to implement the District's monitoring program. Monitoring will include stormwater discharges at key outlets to the Mississippi River, stormwater BMPs, lake monitoring, precipitation monitoring, and wetland biological monitoring. Frequent (Weekly) confined space entry in storm sewers and stormwater BMPs will be required for this position.

#### **2. Accurately record and store all data collected from the monitoring program.**

Manage and analyze data in the District's monitoring data management system, including the WISKI database.

**3. Assist with monitoring, maintaining, and inspecting District stormwater BMPs.**

This work will include routine field inspections to assess the function and performance of stormwater BMPs. Perform regular maintenance of BMPs as necessary. Monitor and document the long-term effectiveness of the District's BMPs

**ADDITIONAL FUNCTIONS:**

1. Provide periodic technical and field support to other District programs including planning, grants, regulatory, facility management, and communications and engagement.
2. Assist with other tasks as needed.

*(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.)*

**COMPENSATION:** \$20.50/hour, depending on qualifications and experience. This position includes paid holidays. This position is also eligible to receive Earned Sick and Safe Time (ESST), according to State and local laws, and will accrue 1 hour of ESST for every 30 hours worked. No additional benefits or paid time off are available. Limited, unpaid time off is allowed with prior approval.

**MINIMUM QUALIFICATIONS:** High school diploma and combination of education, relevant experience, and demonstrated interest in the areas of Water Resources, Earth Science, Natural Resources, Civil/Geological Engineering, Soils, Hydrology, Environmental Studies, or related field. Applicants seeking an Associate or Bachelor of Science degree or equivalent are preferred.

**WORK SCHEDULE:** Available for full-time work June through August, with the option of starting immediately upon hire, either part-time or full-time. Full-time work hours are expected to be 40 hours per week Monday-Friday, 7:30am-4:00pm. A position end date will be determined upon hire and employment will not exceed 6 months.

**KNOWLEDGE, SKILLS, and ABILITIES (KSA's):**

General

- Promotes a diverse, inclusive, culturally competent, and respectful workplace.
- Must be comfortable working in various field conditions, including frequent walking over rough terrain and in all weather conditions.
- Good record keeping skills; diligence in collection and reporting of monitoring data.
- Ability to work both independently and collaboratively.
- Proficiency with a personal computer (PC), tablet, and Microsoft software packages for word processing, spreadsheet, database management, and computer-generated graphics including, but not limited to, Microsoft Office, Excel, Word, and PowerPoint. The ability to effectively use email and internet applications and other common software applications.
- Must have a valid driver's license.

### Technical and Policy

- Working knowledge in hydrology and watershed processes.
- Lifting heavy objects and physical labor will be required. The field work component of this position is significant and includes, but is not limited to: lifting of items weighing 60+ pounds, 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 4"x4"x10' posts, building platforms to house various monitoring equipment, fabricating enclosures, anchoring cables/probes into storm sewers and using a canoe and/or boat to complete monitoring work on open water. Proper training will be provided to complete these technical tasks safely and proficiently.

### Communication

- Demonstrates verbal and written communication skills, in person, by telephone, and by email.
- Communicates appropriately with a diverse group of coworkers, supervisors, and the public cooperatively and collaboratively.

### Core Competencies

- Familiar with some fundamental concepts of water quality monitoring, stormwater management, natural resources management, hydrology, and/or environmental studies.
- Demonstrates the ability to learn standard procedures and follow written instructions to accomplish entry-level technical duties related to assigned responsibilities.

**SUPERVISION RECEIVED:** Works under extensive supervision.

**SUPERVISORY RESPONSIBILITIES:** None.

**RESPONSIBILITY FOR PUBLIC CONTACT:** Some public contact requiring tact, courtesy and good judgment.

**EMPLOYEE HANDBOOK:** All employees must sign an acknowledgment form indicating receipt and acknowledgment of the employee handbook.

**EMPLOYMENT CLASSIFICATION:** Hourly, not exempt from the provisions of the Fair Labor Standards Act.

**BACKGROUND CHECKS:** All employment offers are conditioned upon the applicant passing background checks. 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](mailto: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 high.

### PHYSICAL DEMANDS

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

S = Significant      M = Moderate      O= Occasional