



Capitol Region Watershed District

595 Aldine Street

Saint Paul, MN 55104

(651) 644-8888 • capitolregionwd.org

BOARD APPROVED: December 21, 2022
LAST UPDATED September 9, 2026
GRADE: 3
JOB CLASSIFICATION: Technical III
POSITION TITLE: Water Resources Regulatory Specialist
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. CRWD encourages anyone interested and qualified to apply for open positions.

PRIMARY OBJECTIVE:

Performs various intermediate-level technical work in areas such as permit application review, project construction inspection, permit data management & analysis, project or program coordination, project management, planning, infrastructure maintenance/inspection, or related work.

POSITION DESCRIPTION:

This position supports the Regulatory Division in implementing and enforcing CRWD Rules to protect the water resources of the District. The Water Resources Regulatory Specialist provides technical assistance in the processing, plan review, and site inspection for development and redevelopment projects requiring CRWD Permits, including assessing immediate and ongoing function of permanent stormwater management practices. The Specialist also supports review of wetland delineations and wetland permits.

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. Convey permit and Rule requirements to applicants and engineers.
2. Inspect active construction sites to ensure compliance with CRWD Rules, including requirements for erosion and sediment control practices, temporary and permanent stormwater management practices, and complete reports and other correspondence to convey inspection findings to applicants, owners, contractors, and city staff.
3. Provide technical guidance to contractors and construction contacts to achieve site compliance and water quality protection.

4. Facilitate permit closure of completed construction projects, including confirming performance of permanent stormwater management practices, and associated reporting/documentation.
5. Initiate enforcement actions in cases of excessive non-compliance.
6. Work closely with CRWD permit engineer and Regulatory Division staff to review and process wetland delineations and replacement plans for compliance with CRWD's wetland Rule. Convey wetland permit and Rule requirements to applicants and engineers.
7. Assist in planning, design, and construction of CRWD Capital Improvement Projects and other priorities outlined in CRWD's Watershed Management Plan.

ADDITIONAL FUNCTIONS:

1. Stay informed of new and emerging trends in stormwater management technologies and regulations. Work to incorporate new technology and systems into District programs and projects to increase efficiency and effectiveness.
2. Effectively communicate watershed issues and projects at meetings, conferences, and to other units of government, Board of Managers, staff, partner organizations, and the public.
3. Assist with research, evaluation, and process for CRWD Rule revisions. Review related partner regulations for general CRWD comment and ongoing coordination.
4. Provide technical and field support to other District programs including planning, grants, monitoring, facility management, and communications and engagement.
5. Assist with hiring, training, and day-to-day direction of seasonal staff.
6. Assist with the implementation of the District's permittee post-construction permanent stormwater BMP inspection program.
7. Assist in the operation and maintenance of the District's storm water infrastructure and BMP database.
8. Perform other duties as needed or required.

SALARY: The salary range ranges from \$\$59,628-\$89,506, and the initial salary depends on qualifications and experience.

MINIMUM QUALIFICATIONS: Minimum 3 years professional experience with BA or BS degree, or equivalent combined relevant work and education experience.

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

General

- Promote a diverse, inclusive, culturally competent, and respectful workplace.
- 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, Access, and PowerPoint. The ability to effectively use email and internet applications and other common software applications.

- Proven ability to take direction from supervisor and colleagues, work successfully with some independence, and use good time management skills.
- Ability to develop and maintain effective cooperative relationships with technical and policy staff, state and local government officials, private entities, and the community.
- Must have a valid Minnesota driver's license and vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by CRWD.

Technical and Policy

- Knowledge of and working experience with green infrastructure and stormwater BMP planning, design, construction, operation and maintenance.
- Knowledge of and working experience with watershed management, surface and groundwater hydrology, natural resource management, soils, and wetlands.
- Familiarity with BMP design software, watershed/water quality assessment models (e.g. HydroCAD, P-8, MIDS, SWMM) and GIS.
- Ability to analyze technical data and write technical reports and memos.
- Ability to review and interpret construction drawings, diagrams, and specifications.
- Familiarity with local, state, and federal stormwater and wetland programs and regulations.
- Wetland Delineator certification preferred.
- Floodplain Manager certification desired.

Communication

- Excellent conflict management and interpersonal skills.
- Responds to a variety of requests in verbal and written form.
- Fosters two-way communication and listens to others' views or suggestions.
- Has a strong ability to appropriately respond to information requests from internal and external audiences.
- Effectively listens, speaks, and interacts tactfully in a workgroup or with the public.
- Produces effective and easily understood technical reports, documents, and correspondence.

Core Competencies

- Applies some advanced skills to the position or specialization. Possesses and applies knowledge of particular field of specialization to the completion of assignments.
- Reviews and evaluates progress. Recommends changes in procedures, processes, tools, equipment, or techniques to meet the more complex requirements of the position.
- Demonstrates ability to coordinate small to medium sized projects and programs.

SUPERVISION RECEIVED: Works with moderate oversight and has some latitude for decision-making. Confers with supervisor on matters that may impact scope, timeline, and/or budget.

SUPERVISORY RESPONSIBILITIES: May provide day-to-day work direction to less experienced employees.

RESPONSIBILITY FOR PUBLIC CONTACT: High level of 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: Salaried, 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, 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 a 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