

**HUBBARD COUNTY SWCD
POSITION DESCRIPTION**

Position title: Water Quality Resource Specialist
Position status: Full time
Starting Salary: \$16.50/hr.: Pay based on qualifications and experience
Benefits: Paid Holidays, Annual leave, Sick leave, Insurance stipend,
PERA Retirement
Position Location: Hubbard SWCD, Park Rapids, MN
FLSA: Non-exempt
Hours: 8:00 to 4:30 pm Monday – Friday, occasional hours outside normal
hours
Status: At-will
Closing Date: May 4, 2018
Reports to: District Manager

As a current incumbent in this position, I have reviewed and agree to the contents of this position description:

Signature and date: _____

As supervisor, I have reviewed and agree to the contents of this position description:

Signature and date: _____

POSITION PURPOSE:

The Hubbard Soil and Water Conservation District is seeking a highly motivated professional to serve as the Water Quality Resource Specialist. This position will carry out the technical services for the district. Overall supervision is received from the District Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The purpose of this full time position is to work with non-point pollution reduction and prevention, to implement projects that reduce soil and water erosion on the land, administer the Minnesota State Buffer Law and Buffer Cost Share program, Cost Share programs, GIS mapping, monitoring MN DNR Observation wells, water quality monitoring on area lakes with data gaps, and help with the Wetland Conservation Act (WCA) within the Hubbard County SWCD. This position requires extensive interaction with landowners, community groups, agencies, and local and state government.

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned as required.

- Serves as a positive example to colleagues of the SWCD with regards to workplace actions, behaviors, decisions, management skills, attitude, and adherence to policy.
- Embodies teamwork and cooperation within and across the organization.

- Has strong communication and interpersonal skills and is honest, fair, and dependable.
- Communicates effectively with the supervisors, colleagues, other agencies, and the public.
- Develops and implements projects that address the source(s) of non-point pollution affecting Hubbard County lakes and streams and works toward implementing projects on priority watersheds identified in the Hubbard Local Water Management Plan, Crow Wing River Watershed Restoration And Protection Strategies (WRAPS), Leech Lake WRAPS, Leech Lake River One Watershed One Plan, Mississippi Headwaters WRAPS, and Mississippi River Headwaters One Watershed One Plan.
- Proficiency with Microsoft Office Suite, especially Word and Excel.
- Help clients with Cost Share applications, conduct site visits, determine if engineering is necessary, and attend trainings for Technical Approval Authority (TAA)/Job Approval Authority (JAA).
- Implements the Buffer Law and Buffer Cost Share to help landowners do projects to become compliant with the MN State Buffer Law. Performs site inspections. Use of BuffCAT tool, GIS, GPS, mapping and field measuring using Board of Water and Soil Resources pollution reduction tools or others necessary. Completes all reporting in a timely manner. Works with Hubbard County Environmental Services for follow up with landowners who are not in compliance and for enforcement issues.
- Meets with landowners, lake associations, and conducts public outreach, through displays, presentations, website, news articles and SWCD newsletters. Assists with educational field days, 6th grade Freshwater Festival, Grazing Workshop, and classroom presentations for students.
- Works with technical experts to evaluate and prioritize project opportunity areas, including site visits, reviewing project designs, construction bidding and oversight, and project administration. Learn and carry out basic survey preliminary work.
- Writes grants and is responsible for proper grant reporting. Searches out new grants that are available.
- Coordinates with other agencies having responsibility for shoreline and lake/stream management, including County Environmental Services, DNR area hydrologist, DNR area fisheries biologist, and others.
- Performs water quality monitoring and sampling and submits data in timely manner to all agencies/entities that are involved.
 - Conducts lake and river monitoring including basic water chemistry using Hydrolab, Kemmerer Bottle, Hach Multi parameter single probe (Nitrates) meter, and flow meter.
 - Vegetation checks/maps
 - Zebra Mussel Veliger sampling.
 - Other fee for services (Dissolved Oxygen/temperature profiles, car counter data collection - TrafX)
- Help with implementing the Wetland Conservation ACT (WCA) through education sessions, site visits, Technical Evaluation Panel (TEP) meetings, writing Restoration and Replacement plans, write Notice of Applications (NOA) and Notice of Decisions (NOD) in a timely manner. Create and keep updated files (both on the computer and hard copies) on all WCA occurrences. Obtain training as necessary.
- Maintains equipment and an accurate inventory and orders supplies as necessary.
- Conduct DNR static water level readings on Observation Wells within the county.

Minimum Training and Experience Required to Perform Essential Job Functions

A Bachelor's Degree (BA/BS) or equivalent from a four-year accredited college in Water Resources, Biology, Soil Science, Natural Resources Management, GIS/GPS, Environmental Studies, or related discipline or a two year Associates Degree with related work experience. Prior SWCD work experience is advantageous. A valid driver's license is required.

Physical and Mental Abilities Required to Perform Essential Job Functions

- Ability to decide the time, place, and sequence of operations within an organizational framework, as well as the ability to oversee their execution.
- Ability to analyze and categorize data and information using established criteria in order to determine consequences and to identify and select alternatives
- Ability to be the lead on projects (project manager for projects)
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince, and train others.
- Ability to advise and interpret regarding the application of policies, procedures, and standards to specific situations.
- Ability to utilize consulting and advisory data and implement data.
- Ability to communicate effectively, both orally and in writing, with individuals with varied backgrounds.
- Ability to use functional reasoning.
- Ability to present material in front of groups of people.
- Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.
- Ability to operate equipment and machinery requiring simple but continuous adjustments, such as motor vehicle, boat and motor, canoe, computer terminal, calculator, copy machine, and telephone.
- Ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements such as typing and deliver monthly reports on time.
- Ability to exert physical effort in work, typically involving lifting, carrying, pushing, and pulling. Able to lift 50 pounds.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, odors, and textures associated with job-related objects, materials, and tasks.
- Ability to work under conditions where exposure to environmental factors such as temperature variations or extremes, potential violence, machinery, and/or domestic animals may cause discomfort and/or risk of injury.

EEO - Hubbard County Soil and Water Conservation District is an Equal Opportunity Provider and Employer and hires on a non-discriminatory basis without regard to race, color, religion, sex, age, marital status, handicap or national origin.

~Updated April 3, 2018 ~