

**NEW Water  
Job Description**



Salary Wage Range: \$105,394 - \$156,416  
Hiring Wage Range: \$105,394 - \$131,040

SECTION 1.....		DEMOGRAPHIC INFORMATION	
<b>Job Title</b>	Director Environmental Programs	<b>Division</b>	Environmental Programs
<b>Department</b>	Environmental Programs	<b>Reports To (Job Title)</b>	Executive Director
<b>Full-Time / Part-Time</b>	Full Time	<b>Part-Time (Hrs. per Wk.)</b>	40
<b>Pay Grade</b>	16	<b>Exempt/Non-exempt</b>	Exempt
<b>Adoption Date (original job description date)</b>	October 4,2012	<b>Last Revision Date</b>	July 5, 2018
<b>Approved By (generally same as "Reports To")</b>	Executive Director	<b>Human Resources Approval Date</b>	August 16, 2018
<b>Director Approved By (Job Title)</b>	Executive Director		

SECTION 2 .....	JOB SUMMARY
	<p>In addition to developing and fostering a work culture that values Safety, Respect, Team, and the Environment, the Director of Environmental Programs provides administrative leadership and guidance to the Environmental Programs Division of NEW Water with responsibility over the areas of Watershed Management, Aquatic Monitoring, Laboratory and Research, Environmental Compliance, and Sustainability.</p> <p>Work involves management and supervision of the Environmental Programs Division to ensure efficient operations and supporting the Treatment Plant Operations and Aquatic Monitoring program by the Laboratory and Research department. Management and direction of activities related to effective Watershed Management programs and grants, reporting and compliance of permits and environmental requirements related to Environmental Compliance by NEW Water.</p> <p>This is accomplished through sound scientific analysis, water quality monitoring, environmental assessments, engineering decisions, quality laboratory functions and working with government and conservation organizations to build community support for water quality efforts, watershed management and sustainable environmental outcomes.</p> <p>Plays a key role in realizing NEW Water's strategic plan for collaborative leadership to achieve operational resiliency and optimization, regional water quality improvements, and resource recovery as a member of the Executive Team.</p>

SECTION 3 .....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Description of Duties	Frequency	
<b>Key Area: Environmental Programs Division Direction</b>	<b>40% of job</b>	
Plans, organizes, directs and monitors the operations of the Environmental Programs Division.	Daily	
Performs human resources functions which include but are not limited to staffing, interviewing and selecting new employees, promotions, staff training and development, job description maintenance, coaching and performance management, compensation changes, employee recognition, resolution of employee concerns/conflicts, and disciplinary actions.	As Needed	
Develops and recommends operating and capital budgets and controls expenditures within approved budget objectives.	Weekly	
Maintains transparent communications through department meetings, one-on-one meetings, appropriate email, and regular interpersonal communications.	Daily	
Promotes and supports a workplace culture of Safety, Respect, Team, and Environment that is consistent with NEW Water's mission, vision and strategic plan.	Daily	
Ensures all staff adhere to organization wide and department specific policies and procedures that include but are not limited to regulatory, health, and safety requirements.	Daily	
Collaborates with directors, management team and staff in development and implementation of divisional, department and individual employee goals ensuring alignment with NEW Water's mission, vision and strategic plan.	Daily	

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Ensures that personal actions, and the actions of employees supervised, comply with the policies, regulations and laws applicable to NEW Water's business.	Daily
Participates in water quality organizations, municipal storm water activities, and community activities to enhance and build NEW Water presence and partnerships in the community and with other waste water treatment facilities.	Monthly
Direct accurate record keeping and the preparation of routine and special reports. Communicate project design and progress to those not technically versed in details of division activities.	As needed
Overall responsibility for timely and accurate submittal of all required environmental reports for effluent discharge, sludge management, air emissions, watershed water quality, solid waste, hazardous waste, accurate laboratory reporting of necessary data.	Monthly
Reports to the Executive Director and to the Commission by preparing and presenting proposals and progress reports related to Division programs and projects, and assume overall responsibility for the work products of the Division.	As needed
<b>Key Area: Watershed Water Quality Improvement</b>	<b>30% of job</b>
Evaluates and collaborates with staff and consultants on watershed assessment, monitoring, pollution prevention, implementation and reporting methods.	Daily
Evaluates water quality trading and adaptive management options for NEW Water.	Weekly
Partners with external groups to communicate, coordinate, and collaborate on watershed planning efforts, and implementation projects.	Daily
Provides oversight and ultimate direction to NEW Water Aquatic Monitoring Program (AMP), watershed monitoring program and biological monitoring program.	Daily
Explores, evaluates and develops funding strategies with partners for adaptive management watershed projects, including grants.	Weekly
Serves as a focal point within NEW Water staff for emerging environmental and sustainability issues.	As needed
Promotes and pursues partnerships with government agencies, municipalities, conservation organizations, agribusiness, agriculture organizations, agriculture producers, Oneida Tribe to support NEW Water environmental protection projects.	Weekly
Collaborates with Public Affairs and Education Coordinator to provide information and education regarding adaptive management watershed management activities and progress, aquatic monitoring program, adaptive management monitoring program and emerging environmental issues for the purpose of building community support for water quality improvement.	Weekly
Provides oversight and ultimate direction to NEW Water Adaptive Management Program.	Daily
Evaluates emerging programs, funding opportunities, cost share options, best management practices, watershed management approaches.	Weekly
Evaluates and provides ultimate direction to consultants working on Adaptive Management regarding scope of services provided to NEW Water.	Weekly
Responsible for grant compliance and reporting.	Quarterly
<b>Key Area: Promotes and represents NEW Water as a regional leader in water quality improvement.</b>	<b>20% of job</b>
Participates on local, statewide and national water quality, air quality, and other environmental advisory committees.	Weekly
Promotes NEW Water as regional leader in water quality and environmental improvement.	Daily
Represents NEW Water at public hearings, conferences, and informational meetings.	Weekly
Works collaboratively with other NEW Water divisions on environmental matters; monitors, evaluates, comments on, and recommends revisions to changes in Federal and State Statutes and regulations relating to environmental issues.	Weekly
Provides timely input and evaluates impacts of the rules and regulations on NEW Water operations and recommends methods for efficient integration into the WPDES permit.	Monthly
<b>Key Area: Strategic Planning and Implementation</b>	<b>10% of job</b>
Provides leadership at the strategic level as a member of NEW Water's Executive and Management Teams.	Daily
Monitors, evaluates, and comments on potential changes to state and federal regulations.	As needed
Participates on regulatory agency, professional, and technical advisory boards and committees as beneficial.	As needed
Supports NEW Water's water and air permit issues, pollution prevention programs, operational improvements, and watershed management initiatives with divisional resources.	As needed
Serves as a leader in identifying, pursuing, and orchestrating opportunities for NEW Water to achieve sustainability and foster economic vitality in the region.	Daily

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<b>Other:</b>	
Perform other job related duties as assigned.	
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	
Follow organizational policies and procedures.	

**SECTION 4 ..... EDUCATION REQUIRED**

Minimum Level of Education	Field(s) of Study
Bachelor's degree	Natural Resource Management, Civil or Environmental Engineering, or Environmental Sciences with added emphasis in one or more of the following disciplines: Watershed Management, Regulatory Compliance, Laboratory Operations, Wastewater Treatment, Sustainable practices.
<b>Additional Information Regarding the Required Education:</b>	An equivalent combination of education, training, and relevant experience will also be considered.

**SECTION 5 ..... EXPERIENCE REQUIRED**

<b>Years of Experience</b>	10-11 years of professional experience, including five years supervisory experience.
<b>Other Specific Experience Required or Preferred</b>	A minimum of ten years experience in a progressively responsible public or private sector position related to Natural Resources Management, Watershed Management or Environmental Public Administration.

**SECTION 6 ..... CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB**

Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Current and valid Wisconsin motor vehicle operator's license.	Y	
<b>Preferred Certification/Licensure</b>		

**SECTION 7 ..... ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES**

Skill in maintaining effective working relationships with subordinates, NEW Water staff, consultants, contractors, customers, Directors of Public Works for municipalities, agricultural interests, and the general public. Ability to build community support for local and regional water quality programs and projects.

Skill in the application of watershed management techniques and conservation, and sustainable methods to solve water quality problems; and skill in designing work plans and management improvements.

Skill in preparing clear, concise, and thorough technical reports and evaluations of environmental problems; skill in representing NEW Water before the citizenry at public meetings, serves on stakeholder committees.

Ability to organize and manage the work of subordinate managers; ability to communicate effectively, both orally and in writing; ability to understand, follow, and handle highly complex policies, procedural and/or technical problems; ability to critically analyze process problems and to use sound judgment in arriving at an effective and appropriate solution; ability to direct accurate recordkeeping and the preparation of routine and special reports; and ability to communicate management and process design concepts to those who are not technically versed in the details of Division activities.

Knowledge of Adaptive management and nutrient trading concepts, watershed management, agricultural non-point conservation practices, and nutrient management. Knowledge of Total Maximum Daily Load and watershed management plan for total suspended solids and total phosphorus in the lower Fox River Basin and Lower Green Bay, urban storm water management methods, State administrative codes and statutes that relate to non-point pollution control.

General knowledge of laboratory techniques, methods and equipment associated with municipal wastewater treatment testing and analysis of samples from aquatic monitoring water quality program. General knowledge of EPA and DNR WPDES permit policies.

<b>SECTION 8</b> ..... <b>SOFTWARE / TECHNOLOGY UTILIZED</b>
Microsoft Outlook, Word, Excel, SharePoint, Google Earth, Forecaster, Execu Time (Time and Attendance), IBM Maximo.

<b>SECTION 9</b> ..... <b>EQUIPMENT / MACHINERY UTILIZED</b>
Personal Protective Equipment, Computer equipment.

<b>SECTION 10</b> ..... <b>JUDGMENTS / DECISION-MAKING: IMPACT</b>	
<b>Description of Duties</b>	<b>Check One</b>
<b>Job Centered / Work Unit:</b> <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
<b>Department-Wide:</b> <u>Decisions made</u> may impact across work units, and involve a significant function of the department. Supervision or management is typically—but not always—a component of the job.	<input type="checkbox"/>
<b>Multiple Departments:</b> <u>Decisions</u> are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input checked="" type="checkbox"/>
<b>Entire Organization:</b> <u>Decisions</u> are made on behalf of and affect the entire organization including, but not limited to: employees, customers, vendors, governing body, etc.	<input type="checkbox"/>

<b>SECTION 11</b> ..... <b>JUDGMENTS / DECISION-MAKING EXAMPLES</b>		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
<b>Example of Decision / Judgment (3-5 examples)</b>	<b>Job Title of Who Reviews (If Anyone)</b>	<b>Frequency</b>
Strategic planning with department heads in Environmental Programs Division.	Executive Director and Executive Team	Monthly
Budgetary planning, monitoring and expenditure approval of departments in Environmental Programs Division.	Executive Director, Commission, Accounting manager.	Weekly/Monthly
Performance plan development, and monitoring with department heads in Environmental Programs Division	Executive Director, and H.R. Manager	Monthly
Pay for Performance review of NEW Water staff	Executive Director and Executive Team	Annually
Strategic planning with consultants, partners, governmental agencies, municipalities, Oneida Tribe, nonprofit organizations regarding Adaptive Management.	Executive Director, Partners.	Weekly/Monthly

<b>SECTION 12</b> ..... <b>PROBLEM SOLVING</b>	
<b>Example of Problem (3-5 examples)</b>	<b>Resources Used</b>
Develop watershed strategies and obtain agreement from outside partners to participate in implementation of conservation practices that improve water quality.	Conservation partners, research on effectiveness of conservation practices, policy review of other organizations, UW, NEW Water watershed programs staff, consultants.
Long term Planning to provide adequate resources for work to be performed over 5 year WPDES life span.	NEW Water Environmental programs staff, consultants.
Communicate and negotiate with DNR, EPA on understanding and implementation of guidance, administrative rules and emerging regulations.	Executive Staff, Legal staff, DNR, consultants, Environmental programs staff.
Evaluate and seek Grants that are consistent with t NEW Water strategic plan.	NEW Water Environmental programs staff.
Coaching, communication and monitoring of Environmental Programs staff.	H.R. Executive Director, Department Heads

<b>SECTION 13 .....WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS</b>		
<b>Frequency:</b> Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
<b>Title/Description of Contact</b>	<b>Purpose of Contact</b>	<b>Frequency</b>
Commission	Provide presentations, information updates to support budget and Environmental Programs operations and initiatives.	As Needed
Executive Director	Seek guidance and input. Communicate progress on Division goals, projects, budgets, and initiatives.	Daily
Executive Team	Policy review, safety and culture issues. Strategic planning. Performance evaluation of NEW Water Staff for P4P decision making. Share Environmental Programs Division updates that impact organization. Collaborate on solutions to emerging issues.	Weekly
Management Team	Works collaboratively on a day-to-day basis on teams and projects. Establish systems and procedures.	Daily
Human Resources	Guidance on personnel matters including hiring, promotions, disciplinary actions, and policy interpretations.	As needed
Direct Reports	See input, provide direction, provide necessary resources, evaluate work performance, and support the organizational culture. Maintain open communications and keep staff informed of organizational change.	Daily
Other Division and NEW Water Staff	Seek input, provide direction, understand challenges of each role, and support the organizational culture. Maintain open communications and keep staff informed of organizational change.	Daily
Adaptive Management Partners	Collaborate on watershed initiatives, grants, and partner contributions.	Monthly
Consultants	Project management assistance.	Weekly
Oneida Tribe of Indians	Strategic planning, implementation design, watershed management coordination.	Monthly
Local Government	Watershed management coordination	Weekly
Other Waste Water Treatment facilities	Shared information to improve project design	Quarterly
Municipal customers MS4's	Updates on Adaptive Management and business case.	Monthly
DNR and EPA	Permit requirements, MOU development, administrative rule and guidance interpretation. Reporting.	As Needed
Media	Updates and promote initiatives	As Needed
Environmental Committees and Boards	Provide input to programs and water quality initiatives	Weekly
Customers	Provide updates on Environmental Initiatives.	Quarterly

<b>SECTION 14 .....SUPERVISION / MANAGEMENT AUTHORITY</b>			
<b>Action</b>	<b>Yes</b>	<b>No</b>	<b>Provides Input</b>
Screen / Interview Applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Written / Verbal Warnings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prepare Work Schedules	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project Management	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Work Direction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Evaluate Performance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop / Implement Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate and Approve Exceptions to Policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
1	Laboratory and Research Manager
1	Watershed Programs Manager
1	Environmental Compliance Specialist
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
2	Analytical Chemists
1	Water Resources Specialist
1	Watershed Specialist
3	Laboratory Analyst I
2	Laboratory Analyst II
Varies	Interns

**SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS**  
 Refer to Ergo Factor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Environmental Programs\Director of Environmental Programs.pdf>

**SECTION 16 .....ADDITIONAL COMMENTS**

**THIS JOB DESCRIPTION IS INTENDED TO IDENTIFY ESSENTIAL DUTIES AND ALSO ILLUSTRATES OTHER TYPES OF DUTIES THAT MAY BE ASSIGNED TO ITS INCUMBENTS. IT SHOULD NOT BE INTERPRETED AS DESCRIBING ALL OF THE DUTIES THAT WILL BE REQUIRED OF EMPLOYEES OR BE USED TO LIMIT THE NATURE AND EXTENT OF ASSIGNMENTS THAT AN INDIVIDUAL IS REQUIRED TO PERFORM.**

**JOB DESCRIPTIONS ARE SUBJECT TO REVISION AT ANY TIME AT THE DISCRETION OF MANAGEMENT.**