

**NEW Water
Job Description**



Salary Wage Range (2019): \$90,834 - \$128,253
Hiring Wage Range (2019): \$90,834 - \$106,805

SECTION 1		DEMOGRAPHIC INFORMATION	
Job Title	Watershed Programs Manager	Division	Environmental Programs
Department	Watershed Management	Reports To (Job Title)	Director of Environmental Programs
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Pay Grade	14	Exempt/Non-exempt	Exempt
Adoption Date (original job description date)	February 14, 2013	Last Revision Date	November 20, 2018
Approved By (generally same as "Reports To")	Director of Environmental Programs	Human Resources Approval Date	
Director Approved By (Job Title)	Director of Environmental Programs		

SECTION 2	JOB SUMMARY
<p>In support of the NEW Water culture of Safety, Respect, Team, and Environment, the Watershed Programs Manager performs highly responsible professional work in the development, management, and coordination of NEW Water's watershed management initiative within NEW Water facilities and throughout the watershed that pertain to the Wisconsin Pollutant Discharge Elimination System (WPDES) permit. Responsible for managing the daily operations of NEW Water's Watershed Management Department staff.</p> <p>Leads and provides direction in the strategic planning and implementation of the watershed Adaptive Management program, including coordination with landowners, agricultural producers, numerous program partners, government agencies, and the Oneida Tribe of Indians. The work includes oversight and ensuring compliance with Federal, State, and local regulatory requirements. Manages the NEW Water Aquatic Monitoring Program (AMP), and serves as liaison with the Wisconsin Department of Natural Resources (WDNR), EPA, and other agencies regarding NEW Water's Adaptive Management program and related environmental issues.</p> <p>General administrative direction is received from the Director of Environmental Programs, with work being reviewed through meetings, observations of results, reports, and records. Exercises independent authority and discretion tempered with proper regard for NEW Water's policies. Performance is achieved through leadership based on creating vision, establishing mission, setting goals, encouraging participation, guiding progress, and monitoring results.</p>	

SECTION 3.....		DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES
		Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed
	Description of Duties	Frequency
	Key Area: Adaptive Management Program Implementation	55% of job
	Plans and directs all activities related to Adaptive Management watershed program	Daily
	Establishes and maintains working relationships with program partners including but not limited to Oneida Tribe of Indians, Brown County, Outagamie County, US-Fish and Wildlife Service, Ducks Unlimited, The Nature Conservancy, US Geological Survey, University of Wisconsin – Green Bay, private agronomy firm, WI Department of Natural Resources, and consultants	Daily
	Establishes and maintains working relationships with municipal stormwater entities while partnering in watershed initiatives	Quarterly
	Directs work efforts for in-field activities by independent crop consultants, county agronomist, and county engineering technician	Weekly
	Develops and directs landowner and agricultural producer outreach efforts	Monthly
	Establishes and maintains working relationships with watershed program stakeholders group, seeking input and providing periodic updates.	Quarterly
	Establishes scope of services and contracts with consulting firm for programmatic support of watershed efforts	Annually
	Directs and provides programmatic support to Watershed Specialist.	Daily
	Assists Watershed Specialist with sampling and other necessary field duties	As Needed

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Develops implementation strategy for watershed improvement	Daily
Manages grant applications, reporting requirements, invoicing, and other program financial matters	Weekly
Establishes and maintains oversight of watershed biological monitoring, USGS gaging stations, and other contractual arrangements with contract entities.	Annually
Serves as the liaison to WDNR staff regarding all watershed program activities and reporting requirements	As Needed
Manages all aspects of distribution of cost-share dollars and other funding for watershed program improvements	Weekly
Key Area: Department Management/Supervisory Responsibilities	25% of job
Plans, organizes, directs, and monitors the daily operations of Watershed Management Department	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.	Daily
Develops and recommends operating and capital budgets and controls expenditures within approved budget objectives.	Weekly
Maintains transparent communication through department meetings, one-on-one meetings, appropriate email, and regular interpersonal communication.	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 the development and implementation of divisional, departmental and individual employee goals, ensuring alignment with NEW Water's Strategic Plan.	Annually
Ensures that personal actions, and the actions of employees supervised, comply with the policies, regulations and laws applicable to NEW Water's business.	Daily
Provides organizational leadership as a member of the NEW Water Management Team.	Daily
Key Area: Aquatic Monitoring Program (AMP) Oversight and Support	10% of job
Directs and provides programmatic support to Water Resources Specialist	Daily
Assists Water Resources Specialist with sampling and other necessary field duties	As Needed
Reviews historical data collected by the AMP	Annually
Coordinates informational summaries of key data for NEW Water Commission, staff, and other interested parties	Quarterly
Oversees all grants and partnered research programs	Monthly
Key Area: WPDES Permit Compliance Management Related to Adaptive Management	10% of job
Develops reporting documentation for WDNR staff regarding progress of Adaptive Management	Quarterly
Directs watershed biological monitoring efforts assuring consistency with WDNR sampling and reporting protocol	Quarterly
Other:	
Perform other job related duties as assigned.	As Needed
Promote and enhance environmental, health, and safety compliance within the work environment and actively engage in improvement efforts.	Daily
Follow organizational policies and procedures.	Daily

SECTION 4 EDUCATION REQUIRED	
Minimum Level of Education	Field(s) of Study
Bachelor's Degree	Environmental Science, Watershed Management, Water Resources, Soil Science, Land Use Planning, Environmental Engineering, or other related field.
Additional Information Regarding the Required Education:	An equivalent combination of education, training, and relevant experience will also be considered.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	8-9 yrs
Other Specific Experience Required or Preferred	Two years in a management/supervisory role preferred.

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	
Department of Transportation – Federal Aviation Administration - Remote Pilot Certification	N	1 year
Preferred Certification/Licensure		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES
<p>Strong written and oral communication skills and abilities are required, including the demonstrated ability to prepare clear, comprehensive, and effective technical reports and presentations. Clearly and effectively communicate with co-workers and peers outside the organization.</p> <p>Strong teamwork skills and abilities are required including the demonstrated ability to work effectively with NEW Water staff at all levels of the organization, governmental officials, external partners, consultants, vendors, and representatives of various interests on external groups. Skills and abilities to work independently are also required, including the demonstrated ability to plan, organize, and accomplish work activities with minimal supervision.</p> <p>Demonstrates the ability to lead, motivate, manage, supervise, monitor, evaluate personnel work performances and engage staff in critical conversations.</p> <p>Ability to establish, maintain and foster working relationships with NEW Water staff, customers, consultants, control agencies, contractors, public and the Commission.</p> <p>Considerable skills in analytical problem solving, effective decision making and work prioritization abilities.</p> <p>Demonstrated ability to be flexible, multi-task, prioritize, plan, lead, organize, control, supervise, coach, mentor and positively influence the work performance of NEW Water staff.</p> <p>Comprehensive knowledge of the principles and practices of project management.</p> <p>Possess a high degree of safety awareness as it relates to hazards within a laboratory, rural settings and agricultural operations, boating, driving, and working in high traffic areas.</p> <p>Possess a thorough knowledge of Adaptive Management as specified in Section NR 217.18 Wisconsin Administrative Code and agricultural practices used to efficiently and effectively reduce sediment and total phosphorus from watersheds to improve stream water quality.</p> <p>Considerable knowledge of the Total Maximum Daily Load and Watershed Management Plan for Total Phosphorus and Total Suspended Solids in the Lower Fox River Basin and Lower Green Bay.</p> <p>General knowledge of soil and water chemistry, soil science, agricultural practices, nutrient management, conservation planning, wetlands and their functions pertaining to water quality, stream and river dynamics.</p> <p>Demonstrates the ability to collaborate with a diverse group of partners and stakeholders with a vision to further the development of a watershed Adaptive Management program.</p> <p>Possess considerable knowledge and ability in grant management, accounting, budgeting, understanding complex policies, procedures</p>

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and technical problems that include the significant ability to critically analyze problems using sound judgement to arrive at an appropriate and effective solution.

Extensive analytical skills and abilities are required, including the demonstrated ability to evaluate and summarize data sets, review watershed monitoring program data to identify and describe water quality trends, document watershed improvements from agricultural best management practices, and evaluate the impact of proposed regulations upon NEW Water. Requires significant attention to detail to assure accuracy and consistency with procedural and quality control standards.

General knowledge is required in the disciplines of limnology, including principles, field techniques, lab methods and equipment; and within aquatic biology, including taxonomy and ecology of plant and animal groups and toxicology.

Good knowledge in the areas of boating rules and regulations, navigation, database management, and statistical analysis.

General knowledge of laboratory techniques, practices, and equipment associated with the analysis of liquid and solid samples from the watershed monitoring program for wet chemistry parameters.

General knowledge of EPA and WDNR WPDES Permit policies

Considerable knowledge of state and federal rules and regulations that affect wastewater treatment facilities, municipal storm water agencies, and agricultural producers.

SECTION 8 SOFTWARE / TECHNOLOGY UTILIZED

Microsoft Outlook, Word, Excel, Powerpoint, SharePoint, Access, ArcGIS, Forecaster, ExecuTime (Time and Attendance), IBM Maximo, Databases

SECTION 9 EQUIPMENT / MACHINERY UTILIZED

- Personal protective equipment (PPE)
- Computer equipment
- Tablet/iPad
- Work Truck
- Drone
- ATV/UTV
- Water Quality Sampling Equipment

SECTION 10 JUDGMENTS / DECISION-MAKING: IMPACT

Description of Duties	Check One
Job Centered / Work Unit: <u>Decisions made</u> are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
Department-Wide: <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"/>
Multiple Departments: <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"/>
Entire Organization: <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"/>

SECTION 11 JUDGMENTS / DECISION-MAKING EXAMPLES

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed

Example of Decision / Judgment (3-5 examples)	Job Title of Who Reviews (If Anyone)	Frequency
Development of an implementation strategy for watershed Adaptive Management Program.	Executive Director, Project Partners	Weekly
Development and administration of an equitable cost share strategy and funding approach for watershed Adaptive Management Program.	Executive Director, Project Partners	Weekly
Budget development and monitoring expenditures and department financials	Director of Environmental	Monthly

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	Programs	
Grant management and reporting.	Director of Environmental Programs	Weekly
Aquatic Monitoring Program and watershed program direction, coordination, and collaboration with other local projects.	Director of Environmental Programs	Quarterly, As Needed
Planning strategies to work together with project partners, stakeholders, MS4s, and outreach components.	Executive Director, Director of Environmental Programs, Public Affairs and Education staff	Weekly
Developing and maintaining reporting requirements for WPDES Permit compliance related to Adaptive Management	Executive Director, Director of Environmental Programs	Annually

SECTION 12..... PROBLEM SOLVING

Example of Problem (3-5 examples)	Resources Used
Performance evaluations, coaching and conducting crucial conversations. Work force development and personnel issues must be appropriately addressed.	Director of Technical Services, Human Resources and perhaps legal staff.
Finalizing AM Plan and annual reporting requirements for WPDES permit. Serving as liaison to DNR staff regarding Adaptive Management.	Director of Environmental Programs, legal staff
Establishing a watershed Adaptive Management program to meet the varying needs of landowners, growers, and program partners.	Crop consultants, County Agronomist, County Engineering Technician
Strategic planning of Aquatic Monitoring Program changes, and development of a future vision, in alignment with NEW Water mission and vision.	Director of Environmental Programs
Request for Proposal (RFP) development, consultant selection, contract development, and Commission approval to meet the changing needs of the department's contracted services.	Experience, knowledge of project management
Developing an outreach strategy and timeline for watershed program activities to communicate the benefits of Adaptive Management to engage program partners, stakeholders, landowners and growers.	Public Affairs and Education staff, experience, and knowledge of project management

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS

Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Director of Environmental Programs	Strategic planning and discuss staff performance, personnel issues, policies, departmental and organizational planning, performance meetings and appraisals, budget issues, new regulations, long term planning	Weekly
Executive Director	Update on pertinent environmental initiatives and compliance issues, contract approvals	As Needed
Commission	Provide specialized reports and presentations which communicate current status of environmental issues and program updates, consultant contract approvals	Annually to As Needed
Watershed Specialist and Water Resources Specialist	Provide work direction, provide oversight of watershed monitoring goals and objectives, budget issues, identification of desired outreach activities and reports, review of work products	Weekly
Independent Crop Consultant	Provide work direction, oversight of landowner contact strategies, nutrient management, SNAP Plus modeling, outreach, and adaptive management program strategies	Monthly
County Agronomist and County Engineering Technician	Provide work direction, oversight of landowner contact strategies, conservation planning, conservation practice installation and verification, outreach, and adaptive management program strategies	Weekly
Consultants	Program management assistance, development of GIS	Weekly

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	and database, outreach strategies	
Contractors	Construction project oversight	As Needed
Adaptive Management Partners	Partners provide labor, services, or funding toward watershed efforts. Provide assistance and serve in advisory role for Adaptive Management program development and implementation strategy, funding approaches, and outreach plan.	Quarterly
Adaptive Management Stakeholders	Provide updates on Adaptive Management program, seek input, share information, collaborate on conservation initiatives	Quarterly
Environmental Compliance Specialist	Work together regarding WPDES permit requirements related to Adaptive Management reporting.	As Needed
Safety and Security Coordinator	Consult on safety equipment and protocols for lab, workboat, and watershed work environments	Annually to As Needed
Laboratory and Research Manager	Coordination of sampling efforts and workload planning	Monthly
Engineering Staff	Collaboration on WPDES permit requirements involving engineering design and oversight as it relates to Adaptive Management compliance	As Needed
Accounting Staff	Developing project numbers, tracking methods, invoicing methods, and payment protocols. Annual budgeting and monthly budget oversight, and grant management coordination for financial matters.	Quarterly to As Needed
Maintenance Staff	Coordination of workboat repairs, monitoring equipment, and watershed equipment	As Needed
Treatment Manager and Leads	Planning of phosphorus reduction measures to assure WPDES permit compliance in future permit terms while under Adaptive Management	Annually
Human Resources Staff	Performance evaluations, personnel issues, position descriptions, staffing needs, hiring and interviewing	As Needed
NEW Water Management Team	Review NEW Water policies and procedures, provide updates on Adaptive Management program	Monthly
NEW Water Customers	Provide updates on Adaptive Management program and financial effectiveness	Quarterly
Granting Agencies	Seeking grant funding, providing grant reports	Annually
Oneida Tribe of Indians	Develop cooperative agreements, coordinate work efforts, seek access to tribal lands, conservation planning with Oneida staff, wetland restoration, and other environmental initiatives	Monthly
DNR and EPA	Provide written update, negotiate Memorandums of Understanding, serve as liaison for NEW Water for Adaptive Management program.	As Needed
NEW Water Legal Staff	Contract review, DNR/EPA negotiations	As Needed
University Researchers	Manage numerous contracts with University for department efforts. Collaborate on research on river, bay and watershed initiatives	Quarterly
Local MS4 Stormwater Utilities	Discuss opportunities to partner in watershed Adaptive Management program	As Needed
Local Non-Profit organizations	Seek mutual understanding of Adaptive Management program and Aquatic Monitoring Program, collaborate on projects	As Needed
Local Media (TV, Newspaper, etc)	Provide interviews and updates on water quality initiatives at NEW Water	As Needed
All NEW Water Staff	Provide updates on Adaptive Management program and Aquatic Monitoring Program	Annually to As Needed

SECTION 14		SUPERVISION / MANAGEMENT AUTHORITY		
Action	Yes	No	Provides Input	
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"/>	
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Classification / Compensation Changes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Employees <u>Directly</u> Supervised	
# Employees	Job Title
1	Watershed Specialist
1	Water Resources Specialist
1	Water Resources Intern
1	Contract and Grant Specialist
1	Limited Term Employees as needed
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
 Refer to ErgoFactor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Environmental Programs\Watershed Management Manager.pdf>

SECTION 16ADDITIONAL 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.