

**NEW Water
Job Description**



Hiring Range \$65,853 - \$77,438
Salary Range \$65,853 - \$92,976

SECTION 1 DEMOGRAPHIC INFORMATION			
Job Title	Watershed Specialist	Division	Environmental Programs
Department	Watershed Management	Reports To (Job Title)	Watershed Programs Managers
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	
Pay Grade	11	Exempt/Non-exempt	Exempt
Adoption Date (original job description date)	December 21, 2016	Last Revision Date	January 17, 2019
Approved By (generally same as "Reports To")	Watershed Programs Manager	Human Resources Approval Date	January 18, 2019
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 Specialist is responsible for conducting all activities involved in managing the watershed monitoring program, which evaluates the chemical and biological condition of Silver Creek, Ashwaubenon Creek, Dutchman Creek, and other watersheds in the lower Fox River watershed. Information generated from the program is used to assess the impact of NEW Water's Wisconsin Pollutant Discharge Elimination System (WPDES) watershed Adaptive Management program. Assists Watershed Programs Manager with watershed program management. Works closely with other agencies and institutions involved in local environmental monitoring to provide a database of information regarding the water quality of the lower Fox River watershed. Serves as a representative of NEW Water on a variety of advisory committees and groups. Assists with monitoring efforts related to NEW Water's Aquatic Monitoring Program (AMP). Provides assistance and back-up to the Water Resources Specialist.</p> <p>Work is performed independently, with initiative, in order to accomplish the program's objectives and to assure the effectiveness of position responsibilities. Work is performed under the direction of the Watershed Programs Manager and is reviewed through conferences, observations of results, written work products, and regular communication.</p>

SECTION 3.....DESCRIPTION OF ESSENTIAL RESPONSIBILITIES & DUTIES	
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed	
Description of Duties	Frequency
Key Area: Administers NEW Water's watershed monitoring program	45% of job
Implements all elements including program planning and organization, scheduling, equipment purchasing and maintenance, sample collection, sample analysis, data compilation and analysis, and reporting results.	Daily
Recommends and implements monitoring to support NEW Water's Adaptive Management program.	Daily
Recommends and implements compliance program changes to support NEW Water's watershed Adaptive Management program.	Monthly
Maintains and utilizes the program's database to provide NEW Water with water quality information necessary for assessment of WPDES compliance programs.	Daily
Provides data to resource management agencies and research institutions for assessment, management, and regulatory purposes.	Monthly
Collaborates with other agencies and institutions to generate water research data needed for various water quality initiatives and grant support.	Weekly
Prepares written reports and data summaries on various aspects of the watershed monitoring program.	Quarterly
Maintains and manages a high quality computer resident database on chemical and biological information obtained from the watershed monitoring program.	Daily
Prepares various database outputs (statistical analyses, spreadsheets, graphics, etc.).	Monthly
Prepares and disseminates information with resource management agencies, current collaborators, and research institutions, as appropriate, based on review of current data.	As needed

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Key Area: Manages annual data summary of watershed Adaptive Management program results for WPDES permit.	10% of job
Serves as primary contact for data collection, analysis and review.	Annually
Analyzes results relative to permit requirements.	Annually
Compiles data and assists Watershed Programs Manager with annual report to WDNR.	Annually
Key Area: Represents NEW Water as a professional resource	15% of job
Serves as a technical expert on various State or Regional advisory committees.	Weekly
Provides technical expertise and management abilities to local environmental initiatives.	Weekly
Represents NEW Water in a professional capacity at public hearings, conferences, and regulatory and informational meetings.	Monthly
Represents NEW Water on watershed issues before local, State and Federal agencies.	Monthly
Key Area: Provides assistance to Watershed Programs Manager	20% of job
Assists the Watershed Programs Manager with responsibilities related to alternate compliance program planning.	As needed
Evaluates possible impacts to NEW Water's Wisconsin Pollutant Discharge Elimination System (WPDES) resulting from proposed regulatory changes to state or federal codes.	As needed
Assists with alternate compliance program management.	Weekly
Assists with compliance program funding, best management practice (BMP) installation, and follow up.	Weekly
Coordinates efforts with county land conservation departments, agronomists, landowners, growers, and other program partners	Monthly
Assists with grant management and oversight	Monthly
Operates NEW Water drone to acquire aerial photography for program documentation needs.	Monthly
Key Area: Provides assistance and back-up to Water Resources Specialist	10% of job
Assists Water Resources Specialist as needed throughout year with planning, equipment maintenance, sampling, laboratory analysis, data reporting, and special projects.	Daily
Provides backup to the Water Resources Specialist in the field, including operating a 36 foot jet drive work boat and 17 foot jon boat as needed.	As needed
Provides backup to the Water Resources Specialist in the lab and in the office as needed.	As needed
Other:	
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	Soil science, limnology, environmental science/chemistry, ecology or closely related discipline.
Additional Information Regarding the Required Education:	Comparable and/or equivalent combination of training and/or experience.

SECTION 5 EXPERIENCE REQUIRED	
Years of Experience	
4-5 yrs	
Other Specific Experience Required or Preferred	Minimum of four years of experience in the operation of a watershed monitoring program required. Knowledge and experience in agricultural best management practices, nutrient management, and watershed nutrient removal projects required. Training in boat operations and navigation, watershed monitoring program operations, analytical procedures, state and federal water quality

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	standard knowledge, database management, statistical analysis, data quality control and WPDES permit requirements required.
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SECTION 6 CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB

Required Certification/Licensure	Required Upon Hire?	If no, timeframe to obtain?
Wisconsin DNR Safe Boaters Course	N	One Month
Current and valid Wisconsin motor vehicle operator's license.	Y	
Preferred Certification/Licensure		
U.S. Coast Guard Merchant Mariner Credential		
Department of Transportation – Federal Aviation Administration – Remote Pilot Certification		

SECTION 7 ADDITIONAL KNOWLEDGE, SKILLS, AND ABILITIES

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.

Extensive knowledge of soil and water chemistry, soil science, agricultural practices, wetlands and their functions pertaining to water quality, stream and river dynamics.

Significant 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.

In-depth knowledge is required in the areas of boating rules and regulations, navigation, database management, and statistical analysis.

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

Good knowledge of occupational hazards and safety precautions associated with all aspects of field sampling and laboratory analysis.

Extensive technical skills and abilities are required, including the demonstrated ability to: operate and maintain watershed monitoring equipment, laboratory equipment, and related computer hardware and software; manage the watershed monitoring program database; and utilize standard office computer software.

General knowledge of EPA and WDNR WPDES Permit policies

General knowledge of the chemical and biological processes used by municipal wastewater treatment plants.

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.

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.

Ability to provide work direction, training and instruction to the department intern.

Must demonstrate skills associated with safe boat operations (for a 36 foot vessel with diesel engines), including the use of modern navigation equipment, ability to assess weather conditions, ability to trailer/launch a boat, and basic mechanical knowledge of engines and other boat related systems.

SECTION 8	SOFTWARE / TECHNOLOGY UTILIZED
Microsoft Office: Outlook, Word, Excel, Powerpoint, Access. Databases: SharePoint, LIMS, IBM Maximo, Additional Software: GIS, YSI software. Technology: Desktop computer, laptop, iPad	

SECTION 9	EQUIPMENT / MACHINERY UTILIZED
Valid driver's license to operate a work truck with safety lights. Operation and maintenance of YSI Sonde instrumentation and monitoring equipment; flow sensors, PAR sensor, Secchi disk, niskin/van dorn bottle, weather station, power tools, pressure washer, hand tools, winches, generators, and various specialized equipment as needed. Operation and proper cleaning of labware and equipment used for various water quality analyses. Proper chemical hygiene and handling training and execution. Operation of a 36 ft, 10 ton, twin diesel engine, jet drive workboat. Operation of a 17 ft aluminum jon boat w/ outboard motor	

SECTION 10	JUDGMENTS / DECISION-MAKING: IMPACT
Description of Duties	Check One
Job Centered / Work Unit: Decisions are typically isolated to an individual's job or work unit.	<input type="checkbox"/>
Department-Wide: Decisions 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 checked="" type="checkbox"/>
Multiple Departments: Decisions are made on behalf of and impact across multiple departments; or across several sections of a significantly large department.	<input type="checkbox"/>
Entire Organization: Decisions 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	Job Title of Who Reviews (If Anyone)	Frequency
Scheduling Monitoring Activities	Watershed Programs Manager, Water Resources Specialist	Daily
Work with lab to determine sampling schedule	NA	Weekly
Work with lab to determine sample processing schedule on shared instruments	NA	Weekly
Evaluating weather conditions prior to initiating monitoring efforts.	N/A	Daily
Prioritize work schedule and watershed program assistance.	Watershed Programs Manager, Water Resources Specialist	Daily
Determine schedule for additional sample collection for outside projects	N/A	Weekly
Interpret watershed monitoring program data for annual report or interim reports	Watershed Programs Manager, Water Resources Specialist	Quarterly
Review all watershed data and determine proper quality assurance and quality control measures needed to correct the final data	Watershed Programs Manager, Water Resources Specialist	Quarterly, As Needed
Presenting summary information and evaluation of possible impacts regarding proposed water quality regulations or programs	Watershed Programs Manager, Executive Staff	Quarterly, As Needed
Provide project summaries, data interpretation and assist in grant writing	Watershed Programs Manager	As Needed
Prepare annual budget information for inclusion in Watershed Management Department budget, including evaluation and proposal(s) for new equipment and contracted services	Director of Environmental Programs, Watershed Programs Manager	Annually
Process applications, conduct interviews and make a decision on what person to hire for Water Resources Intern.	Watershed Programs Manager	Annually
Seek and identify potential 3rd party monitoring collaborators that might be interested in utilizing GBMSD's monitoring expertise.	Watershed Programs Manager	As Needed
Seek potential collaborative projects and available funding	Watershed Programs Manager	As Needed

SECTION 12..... PROBLEM SOLVING	
Example of Problem	Resources Used
Plan for weekly sampling around weather/conflicting schedules, plan for watershed event sample pick up. These issues can force sampling later in the week, resulting in detailed planning around sample hold times.	Environmental Programs and Laboratory staff
Plan for lack of personnel to meet minimum safety requirements for field sampling	NEW Water employees
Troubleshoot sampling, processing, and analysis equipment	NEW Water employees, computer
Evaluate cause of irregular sample results and troubleshoot problems with analysis procedures	Environmental Programs and Laboratory staff, computer
Create outreach materials to communicate scientific findings with the general public	Public Affairs and Education and Environmental Programs staff
Strategic planning for what, where and how to sample in the watershed streams and in association with practices installed to best capture water quality changes	Environmental Programs staff, program partners, and consulting staff, maps, data, computer

SECTION 13 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS		
Frequency: Daily, Weekly, Biweekly, Monthly, Quarterly, Annually, or As Needed		
Title/Description of Contact	Purpose of Contact	Frequency
Watershed Programs Manager	Obtain work direction, discuss program design and needs, policy interpretation, budget impacts, performance reviews and consult for advice	As Needed
Director of Environmental Programs	Obtain work direction and policy interpretation	As Needed
Water Resources Intern	Provide work direction, training and instruction	Daily
Water Resources Specialist	Coordinate sampling activities, work efforts, sample analysis, equipment use, and assistance as needed	Daily
Laboratory Team	Plan and coordinate sampling activities, generate and receive data, resolve data quality issues.	Daily
Executive Staff	Advise on findings from watershed monitoring program, impacts of proposed or enacted legislations, water quality initiatives, permit requirements and special projects	As Needed
Maintenance Department	Cross-train maintenance staff to aid in boat repair and maintenance	Quarterly
IT Staff	Help with LIMS, software and equipment needs	As Needed
Watershed program partners (Oneida Tribe, Outagamie County, Brown County, NRCS, agronomists, TNC, Ducks Unlimited, USFWS, UWGB, USGS.)	Coordinate agricultural nutrient reduction programs and associated monitoring	Daily
Monitoring Partners (County Health Dept., DNR, USGS, UWGB, UW-Milwaukee)	Coordination of monitoring activities	Monthly
Advisory committee members	Collaborate to address specific issues, recommendations, regulations or policies	As Needed
Data users (USGS, DNR, University Researchers, Fox Wolf Watershed Alliance)	Provide necessary data	Annually, As Needed
Hired contractors (laboratories)	Obtain specialized services to meet GBMSD's needs and serve as a contact with contractors for scheduling and to review performances	As Needed
Vendors	Obtain cost-effective equipment to meet GBMSD's needs and consult for maintenance and repair	As Needed

SECTION 14 SUPERVISION / MANAGEMENT AUTHORITY

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Action	Yes	No	Provides Input
Screen / Interview Applicants	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire / Promote Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provide Written / Verbal Warnings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspend Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coach Employees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Train Employees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve Overtime	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Approve Time Off	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
Classification / Compensation Changes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Employees <u>Directly</u> Supervised	
# Employees	Job Title
n/a	
Employees <u>Indirectly</u> Supervised	
# Employees	Job Title
n/a	

SECTION 15.....WORK ENVIRONMENT / WORKING CONDITIONS / PHYSICAL REQUIREMENTS
 Refer to ErgoFactor Job Analysis for this position for details. <S:\Safety\Blankenheim Project\Environmental Programs\Water Resources Specialist.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.