



Watershed Specialist

Classification: Full Time, Exempt

Location: Buffalo-Red River Watershed District, 1303 4th AVE NE, Barnesville, MN

Reports To: District Administrator

Job Summary

The Watershed Specialist will work with our team to promote the mission and goals of the Buffalo-Red River Watershed District Board of Managers. The goals of the BRRWD Board of Managers include:

- Address flood concerns.
- Maintain drainage systems.
- Develop programs and projects that help sustain high-quality surface and groundwater.
- Support projects that reduce erosion.
- Educate landowners about water and soil resources.

The Watershed Specialist will engage stakeholders to develop and complete projects; manage the permitting system; maintain the drainage systems; and serve as the contact to landowners and local/state/federal agencies to ensure stakeholders are informed of BRRWD activities.

Duties and Responsibilities

Technical Expert: The Watershed Specialist will provide technical assistance to landowners to ensure project development continues. This position is responsible for interpreting and applying statutes and regulations relating to water management including Minnesota Statutes Chapters 103B, 103D, and 103E.

Landowner Point of Contact: Central to the success of BRRWD projects and programs is effective communication and coordination. The Watershed Specialist will coordinate with landowners on land acquisition, permit management, and any other inquiries from landowners relating to concerns about water resources. The Watershed Specialist may conduct site visits with landowners and provide recommendations to the Board of Managers.

Permit Management: Permits are required for most land-disturbing activities within the District to promote the use of water resources in a manner that is conducive to improving the general welfare and public health for residents of the District. The Watershed Specialist manages the permit database, ensuring that permits are reviewed in accordance with the BRRWD bylaws.

Document management: The Watershed Specialist is responsible for managing documentation relating to projects, property acquisition, easements, drainage systems, and general information within the District.

Other duties as required: The Watershed Specialist, like all team members, is from time-to-time, expected to contribute to the mission of BRRWD in ways that are not specifically described here.



Interactions with Others

Internal: Regular communication with team members where the purpose is to explain, clarify, or interpret information. The Watershed Specialist may handle confidential information.

External: Assesses and resolves conflicts that may require influencing others to reach a consensus. Requires tact and diplomacy to handle difficult situations. Requires advanced interpersonal and communication skills to establish and maintain relationships. Explores alternatives and creative solutions to meeting the needs of the public as directed by the Board of Managers.

Problem Solving

The Watershed Specialist will use policies and procedures to address most problems.

Decision Making and Decision Impact

The Watershed Specialist position requires independent judgement and critical thinking to analyze problems and suggest solutions. This position requires making recommendations that affect policies, procedures, and practices. Refers exceptions to policies and procedures to District Administrator.

Supervision Required

Performs duties within scope of general policies, procedures, and objectives with minimal supervision. Refers exceptions to supervisor.

Supervisory Responsibilities

None

Work Complexity

Tasks are multiple and diverse with some connectedness across processes. Work requires the direct application of a variety of procedures, policies, and processes.

Competencies

Diagnostic Information Gathering: Identifies the information needed to clarify a situation, seeking that information from appropriate sources, and using skillful questioning to draw out the information.

Technical Expertise: Depth of knowledge and skill in the technical area required.

Critical Thinking: Finding effective solutions by taking a holistic, abstract, or theoretical perspective.

Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others inside or outside of the organization who can provide information, assistance, and support.

Influencing Others: The ability to gain others' support for ideas, proposals, projects, and solutions.

Physical and Mental Demands

Minor physical exertion such as regularly lifting, pushing, pulling, bending, carrying up to 15 lbs. Standing for one or two hours at a time. Less often, standing for more than two hours at a time may be required, as well as pushing or pulling carts or other similar objects. Occasional walking long distances in rough terrain/uneven ground may be necessary. Performing these duties could occur in inclement weather.



Working Conditions and Work Environment

The Watershed Specialist is typically a day-time position, with regular hours being Monday through Friday, 8-4:30pm. Evening hours may be required.

Education, Experience, Licenses, and Certification

Required:

- Associate degree or two-year College Equivalent in natural resources, water resources, or any natural sciences is required.
- Possess a valid Driver's License.

Preferred:

- Master's Degree (see degree programs above)
- +3 years-experience in similar position.
- Experience with GIS.
- Knowledge of Minnesota drainage law.
- Comfort level with field work.
- Experience working with landowners.

Final candidate will be required to pass a Background Check and Motor Vehicle Report.

This job description is intended to provide general information and describe the requirements of the position. Actual duties, responsibilities, and qualifications may vary based on assignments or projects.

Buffalo-Red River Watershed District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.