

Susquehanna Conservation District Job Description

Title: **Watershed Specialist**

Program: **Watershed Stewardship**

Classifications: **Full Time, Non-exempt**

Updated: **September 2021**

PURPOSE:

The purpose of this position is to coordinate watershed conservation efforts, educate, provide technical assistance, and foster cooperation for watershed conservation in Susquehanna County by administering the Susquehanna Conservation District's Watershed Stewardship Program.

GOAL:

The Watershed Specialist's goal is to promote the stewardship of the watershed resources of Susquehanna County by coordinating watershed conservation projects and informing and assisting the general public, including individuals, businesses, private organizations, and government entities in watershed conservation. The Watershed Stewardship Program Coordinator accomplishes this by having an understanding of a variety of natural resource conservation issues, including water resource regulations, best management practices, organizational development, project coordination, and grant writing.

Watershed Specialist

This position is a grant agreement between the Pennsylvania Department of Environmental Protection's (DEP) Growing Greener Program and the Susquehanna County Conservation District. The following is the program's *General Statement of Duties* for conservation district watershed specialists:

Provide technical, informational, and organizational assistance that will improve watershed organization development and the quality and quantity of the Commonwealth's surface and groundwater resources. The focus of this work relates to watershed assessment and monitoring, procurement of funding, technical assistance, education and outreach, and the creation, implementation, and coordination of work plans and strategies to restore and protect groundwater and surface water resources. The Watershed Specialist is a resource to both the public and private sectors and is under direct supervision and is accountable to the Conservation District Board of Directors where the position is located.

JOB DUTIES AND RESPONSIBILITIES:

- A. Primary Responsibilities may include but are not limited to:
1. Assist in the development and use of resource inventories, land use information, and available water quality assessments to identify existing and potential sources of non-point source pollution.
 2. Coordinate programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals, and governing agencies.
 3. Facilitate the transfer of technical information among local, state, federal resource agencies, watershed groups, and land managers.
 4. Prepare and submit grant proposals to provide funding for non-point source watershed activities (technical support positions, §319 projects, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and implementation projects.
 5. Oversee SCCD's Growing Greener Program.
 6. At their request, work closely with DEP Regional or District Mining Watershed Manager on all Growing Greener proposals and projects within the county watersheds to avoid duplication of efforts.

7. Support existing watershed and conservation organizations with technical assistance, watershed planning, and educational programs.
8. Provide technical assistance in the planning and implementation of structural and nonstructural best management practices designed to restore and protect surface and groundwater quality.
9. Assist the district and DEP with the Clean Water Action Plan (CAP) by attending meetings to help develop and implement strategies to reduce the county's pollution reduction goal.
10. Assist municipalities and the County Planning Commission in resolving stormwater complaints and land use conflicts and encourage the adoption of model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management, and other water conservation objectives.
11. Develop workshops and implement demonstration projects on the interrelationship between land use decisions and non-point source pollution prevention.
12. Work with watershed groups and various government agencies to complete and/or implement Watershed Implementation Plans and assess the effectiveness of existing non-point source programs.
13. Assist with the formation and organization of local watershed and conservation organizations.
14. Upon request by DEP, assist with data collection for Total Maximum Daily Load (TMDL) development.
15. Report at least annually to the Department in a format provided by the Department on water quality improvements in streams and lakes within the county.
16. Submit quarterly activity reports to the district manager and DEP in a format provided by the DEP.

B. Education and Outreach:

1. Encourage agencies and landowners to cooperate in watershed initiatives, and inform them of the technical resources and available funding opportunities.
2. Coordination of the District's conservation education and outreach efforts, along with other staff members.
3. Coordination of fundraising efforts for watershed conservation education and outreach efforts, along with other staff members.
4. Assisting with the coordination of the Susquehanna County Envirothon, including student trainings.

C. Training and Certification:

1. As communication and writing skills are of utmost importance for this position, any training to enhance these skills is encouraged.
2. Attend training to stay current with advancing technology related to water quality issues and best management practices.
3. Become familiar with the environmental laws and regulations for which the district is responsible.
4. Become familiar with current land use practices, innovative planning techniques and best management practices.
5. Attend seminars/training in those areas that will improve the employee's ability to carry out his/her duties.
6. Attend any training declared mandatory by the District or DEP.
7. Attend sufficient computer training to effectively use the software supplied by the District and DEP.

GENERAL DISTRICT ACTIVITIES:

1. Prepare a written monthly report of activities to the Board of Directors.
2. Submit quarterly activity reports to the district manager and DEP, maintaining these on the CDWS electronic database.
3. Assist with updates to the district's website.
4. Serve on district committees as assigned.
5. Prepare articles for the newsletter and/or annual report as requested.
6. Attend staff, committee, and other meetings as requested.
7. Assisting with other duties and programs as deemed necessary by the District Manager.
8. Complying with the SCCD personnel policy

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Experience with watershed management, coordinating stream programs, land use planning, etc.
2. An ability to communicate effectively, both verbally and in writing, to a wide range of individuals and groups is essential.
3. The ability to traverse difficult terrain.
4. The ability to work independently with minimal supervision.
5. The ability to travel overnight/multi-day, when necessary to attend functions related to training, conservation, natural resources or environment, or any functions for the greater good of the conservation district.
6. The possession of a valid State driver's license with the ability to safely operate a motor vehicle is required.
7. The ability and willingness to work some irregular hours, including evenings and weekends as required or approved by the district manager.
8. The ability to run the program effectively and not overlap with any other programs unless directed to do so by the district manager.

MINIMUM QUALIFICATIONS:

1. A Bachelor's Degree in Environmental Resources or a related field such as environmental science, geology, soil science, hydrology, or agronomy
- OR**
2. Any equivalent combination of training and work experience that provides equivalent knowledge, skills and abilities that are necessary to perform the duties listed within this job description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.

Susquehanna County Conservation District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.