

## Pelican River Watershed District Job Description

**Position Title:** Water Resources Coordinator  
**Accountable To:** District Administrator  
**Status:** Non-Exempt  
**Date:** September 2019

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### Primary Objective of the Position:

Responsible for providing administrative and technical assistance in water resource protection and planning, with emphasis on assisting with the District's water management permit program, operation and maintenance of a watershed-wide water monitoring program, GIS, project management and education outreach.

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### Essential Job Functions:

1. Reviews permit applications, site plans, and other materials; performs investigations and research needed to issue permits and to make recommendations to District Administrator on permit approval.
  - Assists permit applicants with interpretation of District rules, policies, and procedures.
  - Assists with permit applications and the permitting processes to ensure that necessary permits/documents are submitted in a timely and complete manner.
  - Prepares all necessary correspondence with permit applicants or their representatives, follows-up on open permit applications and communicates with applicants and their consultants on outstanding issues.
  - Maintains complete records of permit applications.
  - Assures that permits are processed in accordance with all statutory guidelines and District policy.
  - Coordinates review of permits with District Engineer
  - Inspects and monitors permitted sites to ensure compliance with District rules and works to address any violations as necessary.
  - Prepares monthly reports regarding permit issuance for the Board of Managers.
  - Provides information to the public on District's regulatory program
  - Develops and maintains database, website, and filing systems for permits and permitting related issues.
    - Ensures permitting is filed and uploaded on District website on a timely basis.
    - Manages and tracks fees, sureties, and permit reimbursements (e.g. consultant fees).
    - Modifies data base organization and structure as needed to ensure documents are tracked accurately.

2. Develops, implements, and maintains the District water quality monitoring programs and plans.
  - Ensures data is updated in a timely, accurate manner.
  - Analyzes and prepares annual water quality report for Board presentation.
  - Updates water quality data on web sites and adds new information as needed
  - Enters and coordinates data into District, EPA/MPCA EQiUS, and Red River Basin databases.
  - Collects information on various products and equipment and keeps Administrator informed of maintenance and purchases needed for budgeting process.
  - Ensures that monitoring program equipment is well-maintained in good working order.
  - Develops program budgets and submits for approval.
  
3. Performs water quality monitoring, coordinates and maintains equipment and processes samples to identify water quality issues that need to be addressed to meet the District's goals.
  - Installs, operates and maintains water quality sampling and stream gage equipment throughout the year.
  - Collects stream gauging/flow measurements and creates flow rating curves for monitoring sites.
  - Calculates the rate of flow and creates rating curves to estimate the nutrient loading at each monitoring site on a monthly and annual basis.
  - Conducts field work projects to collect various kinds of new data related to assigned programs.
  - Prepares findings and develops recommendations in support of District's revised management plans on an annual basis and as required.
  - Conducts mathematical computer modeling of lakes and rivers.
  - Prepares and submits FLUX, Bathtub and any required monitoring results to funding sources (MPCA, BWSR, DNR) for grant-funded projects to ensure complete, accurate reports required by agencies.
  - Work with lake associations and local volunteers on developing their water monitoring plans.
  - Maintain lab results, SOP's and QAQCs from laboratory.
  - Develop written and oral water quality reports for project areas; determine solutions towards meeting the District's water quality goals.
  - Conducts lake vegetation surveys and shoreline assessments. Prepares permits for lakewide AIS treatments.
  - Implement projects to specification and timescale.
  
4. Assists with inspecting drainage systems and implement necessary maintenance.

5. Administers the operation and maintenance of the District's Geographical Information System (GIS) and continues development of GIS capabilities to meet District goals.
  - Analyzes and determines any additional information regarding monitoring sites, land use data and other data that is required.
  - Analyzes water quality and helps prepare educational materials as needed.
6. Oversees assigned projects to ensure they are conducted in a timely manner and within established budget.
  - Regularly reports progress to District Administrator.
7. Assists with the community education outreach program to meet the District's goals and objectives. As requested, conducts educational and outreach programs.
8. Assists with review of local (City/County) and state water management plans, ordinances, and variance requests.
9. Prepares various reports as assigned and prepares presentations for the Board and other organizations as needed.
10. Assists the Administrator with work direction to summer interns for completion of monitoring and field survey tasks in an effective manner to gain necessary information for the District and provide a positive learning experience for the interns.
11. Provides information requested by local agencies, individuals, residents, etc. to provide effective education, community and public relations. Keeps the District Administrator informed of current issues on a timely basis.
12. Prepares grant applications for District water quality initiatives and searches for new grant opportunities and funding resources to help with implementing water quality projects; conducts project tracking and ensures proper expenditures are made for grant projects; effectively coordinate with landowners, project partners, and funding agencies.
13. Reports and keeps the District Administrator informed of all current matters of concern regarding any operational or policy issues that arise.
14. Performs other duties and projects as apparent or assigned.

**Additional Performance Criteria:**

15. Ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to complete assigned responsibilities in a fully satisfactory manner.
16. Ability to provide superior public service and interaction in a friendly, professional manner.
17. Willingly assists other employees as needed to ensure efficient workflow throughout the District. Maintains a flexible attitude toward job responsibilities and procedural changes.
18. Participates in educational opportunities to stay abreast of changing laws and technology related to program area. Makes recommendations to enhance current technology in the District.
19. Develops and maintains a positive, cooperative, working relationship with all District employees/consultants, city and agency staff, and others of the District in contributing to a productive results-oriented climate.
20. Demonstrates computer skills necessary to implement programs. Knowledge of software programs for operation and maintenance of electronic monitoring equipment. Technical skills related to limnology, hydrogeology, financing, engineering, soils and land resource management. Word, Excel, PowerPoint, Publisher, Arc GIS.

**Minimum Qualifications:**

Bachelor's degree in environmental sciences, biology, geography/GIS or related field and a minimum of 2 years' of professional level experience in an environmental field is required OR a Masters' degree in one of those fields. Required to have ability to handle a boat (trailer/launch/drive), install equipment in water (stream-wading, lifting/pounding), be able to lift/carry heavy equipment (50+ lbs) on a regular basis, work outside in all weather conditions and possibly on challenging terrain; have a working knowledge of computers and software (WORD, Excel, Power Point) and have a valid Minnesota Driver's License with no major traffic convictions in the past five years. Knowledge of GIS software preferred.

**Direct Supervision of: None**

**The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.**