

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

Our mission is to manage and preserve the water resources of the Prior Lake-Spring Lake Watershed District to the best of our ability using input from our communities, sound engineering practices, and our ability to efficiently fund beneficial projects which transcend political jurisdictions.

Position Title:	Water Resources Technician
Status:	Exempt (<i>salary position</i>)
Reports to:	Water Resources Specialist II & Water Resources Project Manager
Major Areas of Responsibility:	Monitoring and Permitting
To Apply:	Send a cover letter, resume and salary expectations to atucci@plslwd.org by Tuesday, January 16, 2017 . For questions, please contact Diane Lynch, District Administrator at 952-440-6670.

Key Responsibilities and Duties:

Monitoring and Data Acquisition (50%)

- Conduct and oversee required day-to-day field work
- Operate and maintain monitoring equipment
- Collect water samples and send to lab for analysis
- Identify water quality parameters to be collected
- Collect, coordinate or assist with flow measurements in streams
- Log continuous stage in streams and download data
- Coordinate District's aquatic vegetation mapping program
- Analyse and interpret data
- Create maps using ArcGIS and manage spatial information
- Maintain monitoring sites (e.g. weed whip, mow, replace equipment, etc.)
- Manage water monitoring volunteer programs (e.g. Biobase, precipitation, etc.)

Permitting (30%)

- Respond to information requests regarding the District's permitting process
- Review permit applications with management staff, make recommendations to the Board of Managers and issue approved permits
- Inspect active permit sites on a regular basis and complete inspection reports
- Work with permittees to resolve areas of non-compliance and to close out permits
- Manage and maintain permit records, including permit fee deposits & security funds

- Attend regular development meetings of cities and Scott County, as needed

Prior Lake Outlet Channel (10%)

- Inspect and maintain channel and outlet structure as required to sustain free-flow conditions, coordinating assistance from partners, volunteers or staff as necessary
- Report channel conditions to staff or partners as needed
- Monitor stage and flow along the outlet channel and at the outlet structure

Iron Chloride Facility/ Highway 13 Wetland (5%)

- Operate facility in compliance with the NPDES permit, including monitoring ferric chloride dosing, water quality sampling/analysis
- Maintain up-to-date database of monitoring data
- Coordinate and assist with maintenance, as needed

Administrative Support (5%)

- Maintain records and District files
- Prepare documents that are required for the specific responsibilities
- Other duties as assigned

Qualifications and Experience

Required

- B.A./B.S. in the environmental, natural resources, or similar field with related work experience *-or-* an equivalent combination of education & related work experience
- A valid driver's license
- Ability to lift 50 lbs. and operate equipment
- Very good verbal and writing skills
- Familiarity with Microsoft Office products
- Collaborative and inclusive communication style
- Ability to work well independently
- Able to work outdoors in a variety of temperatures and weather conditions
- Strong organizational skills
- Willingness to learn new technologies and processes

Preferred

- Experience with data entry, analysis and review
- Familiarity and experience with water monitoring equipment such as Sonde, Biobase, flow meters, etc.
- Proficiency in ArcGIS and use of GPS units
- Experience with Microsoft Access databases
- Conflict resolution skills and experience
- Experience conducting sediment and erosion control inspections
- Prior experience operating boats

All PLSLWD positions

- Collaborate and cooperate with internal and external stakeholders
- Flexible and adaptable to meet needs of PLSLWD
- Ability to plan, prioritize, multi-task and complete projects by deadlines
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Loyal to the District Administrator, Board of Managers and District Staff

This Job Description is intended to describe the general contents of and the requirements for the performance of this job. It is not intended to be, nor may it be construed to be, a complete and exhaustive statement of duties, responsibilities, or requirements. It is subject to change as the needs of the District and the requirements of the position change. Additional or revised responsibilities and special projects may be assigned. This is not a contract nor does it imply a contract.

For questions about the position, please contact Diane Lynch, District Administrator at dlynch@plslwd.org or 952-447-4166.