



PRIOR LAKE-SPRING LAKE WATERSHED DISTRICT

POSITION ANNOUNCEMENT

Come Work with Us!

Prior Lake-Spring Lake Watershed District (PLSLWD) is looking for a highly motivated professional to initiate and advance District projects from initial feasibility studies through capital project implementation. This work focuses primarily on improving the quality of District water resources and reducing flooding impacts.

Our Mission

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.

Our Team

You will be vital member of a talented and committed team of water resource professionals who collaborate and innovate to successfully deliver programs and projects that benefit District environmental resources and residents, while concurrently enhancing their professional knowledge and skills.

Position Benefits

Spring Lake-Prior Lake Watershed District believes our employees are key to our success. The District provides a collaborative and supportive work environment; a flexible hybrid work environment; a competitive benefits package that includes health and dental insurance, contributions to Employees' health savings account (HSA), generous paid time off (PTO), 11 paid holidays annually, Public Employee's Retirement Association (PERA) contributions, disability and life insurance, post-retirement healthcare savings plan, deferred compensation plan; along with professional training opportunities.

Position Title:	Project Manager
Hours:	Full Time
Hiring Range:	\$70,000 - \$90,000 /year
Status:	Exempt (FSLA)
Location:	4646 Dakota Street SE, Prior Lake, MN 55372
Applications Submissions:	Application review will begin on September 6, 2022 . Applications will be accepted until the position is filled. Submit cover letter and resume to Patty Dronen at pdronen@plslwd.org with the position title in the email subject line.

Key Responsibilities and Duties:

Project Management (60%)

Lead the planning for and implementation of capital improvement projects that advance District initiatives towards improved water quality and/or reduced flood impacts. This task will require collaborating with project stakeholders to develop projects. Work will also entail retaining, directing, and overseeing professional consultants and contractors to plan, design, negotiate with property owners, and construct projects. You will also lead the District's efforts to successfully obtain and manage grant funding that expedites the District's ability to progress our initiatives.

Facilitate the District's Citizen Advisory Committee (10%)

Facilitate the meetings and activities of the District's Citizen Advisory Committee (CAC). Your role will bring forward information on District initiatives and solicit CAC input at select initiative milestones and share this input with the Board of Managers. You will also provide input to the CAC as they develop project proposals they want to bring forward to the Board for consideration. This task will entail your attendance at monthly evening CAC meetings.

Prior Lake Outlet Channel (10%)

Assist the District Administrator in overseeing operations and maintenance projects associated with the Prior Lake Outlet Channel (PLOC) that extends between Lower Prior Lake and the Minnesota River, which is jointly managed by PLSLWD, the Cities of Prior Lake and Shakopee, and the Shakopee Mdewakanton Sioux Community (aka the "Cooperators").

Farmer-Led Council (5%)

Function as the District's primary liaison to the Farmer-Led Council (FLC), which is comprised of local leaders in the farming community. The role of the FLC is to develop and guide implementation of strategies that PLSLWD will use to reduce agriculture's share of nutrient loading to District water resources.

Other Responsibilities (15%)

- Supervise one full-time staff member who will support project management tasks and other District initiatives. You will coordinate with the District's Water Resources Coordinator and Permit Coordinator regarding the scheduling of this staff member's activities.
- Prepare for and attend monthly board meetings and workshops.
- Willingly assist other District staff as needed to ensure efficient workflow.
- Perform other projects assigned by the District Administrator.

Minimum Qualifications:

- A Bachelor's degree in natural resources, landscape architecture, water resource engineering, or a related field and knowledge of storm water management and related Best Management Practices (BMPs).
- Five years of project management experience where you solicited and managed consultant services, including feasibility studies, construction document preparation, and construction activities (bidding, award, observation, and close-out).
- Three years of experience preparing grant applications and managing awarded grants.
- Strong interpersonal communication skills, including public speaking, writing, consensus building, and conflict resolution.
- Able to work with considerable independence, spotting relevant issues, and adjusting project approach to achieve successful outcomes.
- A drive to stretch, learn, and grow in a high performing environment.
- Flexible attitude toward job responsibilities and procedural changes.
- Competent with Microsoft Office Suite (Word, Outlook, and Excel) and Arc GIS.
- Maintain a valid driver's license and reliable transportation for performance of work.
- Able to perform outdoor activities that require walking on potentially challenging terrain in diverse weather conditions.

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.