

Summit Soil and Water Conservation District Position Description

Position Title: Watershed Coordinator (North)
Reports To: District Program Administrator
Employment Status: Full-Time/At-Will
Classification: Non-Exempt

Position Summary: The watershed coordinator provides technical and educational surface water management assistance by implementing soil and water conservation measures. The watershed coordinator executes watershed planning efforts to protect water resources by pursuing the goals of the County and the Surface Water Management District (SWMD) outlined in chapter 942. The watershed coordinator networks with citizens, agencies, and organizations on a multi-jurisdictional basis to advocate for behavioral change, identify improvement projects, assist with funding opportunities, and establish a permanent local water resource restoration and protection program.

Essential Duties and Responsibilities:

1. Initiate and conduct watershed planning in the Lake Erie watershed, will develop or update (1) NPS-IS plan annually for watershed identified as priority watersheds through coordination with the SWMD.
2. Identify problem and project areas (impoundments, erosion, incised waterways, floodplain disconnection, reforestation, channelization, stormwater retrofits, etc.)
3. Communicate and coordinate with stakeholders and communities within the designated watershed by identifying and implementing watershed goals, initiatives, and projects.
4. Coordinate GIS critical fields, catalog existing surveys, sampling data, problem areas, preservation areas, projects and compile a watershed story.
5. Identify and provide general grant assistance to the SWMD, such as advertising of grant opportunities, assisting with applications and coordinating with adjacent communities.
6. Participate in meetings with the SWMD and provide quarterly and annual reports/updates to the County and SWMD.
7. Investigate drainage complaints upon request, catalog the complaint and report observations to the SWMD. This includes cooperation with the SWMD on the Beaver Control Policy.
8. Develop and coordinate watershed volunteer data collection program to collect water quality data, conduct surveys, and other watershed sampling projects.

9. Coordinate and collaborate on watershed outreach campaigns within the designated watershed, provide guidance to landowners on related watershed issues, and attend community events within the watershed.
10. Implement the services as outlined in the watershed service agreements with communities outside the SWMD but located within the target watershed.
11. Coordinate watershed volunteering and education campaigns with AmeriCorps Service Member.
12. Other duties and responsibilities as assigned by the District Program Administrator (DPA).

Additional Requirements and Duties:

1. Demonstrate regular and predictable attendance.
2. Actively promote conservation initiatives and the mission of Summit Soil and Water Conservation District.
3. Meet all policies and procedures, job safety requirements, and maintain a clean, sanitized, and safe office environment.
4. Meet monthly with the DPA to discuss program updates and/or needs.
5. Attend training sessions, classes, meetings, or workshops as assigned by the DPA during or outside normal business hours.
6. Pursue continuous education and professional development opportunities as identified and directed.
7. Assists individuals, public and staff without regard to race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Candidates must have a minimum of bachelor's degree in conservation, natural resources, environmental science, or other science related field and six (6) months related work experience, or equivalent combination of education and experience.

LICENSURE OR CERTIFICATIONS:

Candidates must have a valid Ohio Driver's License.

Language Ability:

Ability to write routine reports and correspondence.

Math Ability: Ability to add and subtract, multiply, divide, and perform basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing, spreadsheets, database, Microsoft Office, ArcView/GIS software, graphics programs, and internet software along with computer maintenance is desired.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is required to speak, see, or hear. The employee must occasionally lift and/or move up to 50 pounds and traverse rough, uneven, or rocky surfaces, bending, crouching, stooping, reaching or similar activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency:

To perform this job successfully, candidates for this position will require:

Learning Index - Ability to learn quickly and understand complex information without difficulty.

Verbal Skill - Ability to communicate effectively in a variety of settings. Verbal reasoning ability to analyze and make reliable interpretations of complex verbal information.

Numeric Reasoning - Ability to utilize numerical data in making decisions.

People Service - Ability to be motivated by helping others.

Energy Level - Ability to respond to demands on time.

Attitude - Ability to demonstrate a positive attitude, respect.

Independence - Ability to work independently, be self-motivated and have the ability to work remotely

Time Management - Ability to work efficiently and prioritize job tasks, be punctual and plan accordingly.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

District Program Administrator

Date

In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.