

This is a generic job description. Each Conservation District is to customize this description based on watershed needs of the county. The GENERAL STATEMENT of DUTIES and page 4 DELIVERABLES must be included.

JOB DESCRIPTION WATERSHED SPECIALIST

_____ County Conservation District

GENERAL STATEMENT OF DUTIES: 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, procurement of funding, technical assistance, and the creation, implementation and coordination of workplans 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 the 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 (NPS) pollution.
 2. Develop 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 and federal resource agencies, watershed groups and land managers.
 4. Prepare and submit grant proposals to provide funding for NPS 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. Work closely with DEP Regional Watershed Manager on all Growing Greener proposals and projects within the county watersheds to avoid duplication of efforts.
 6. Assist with the formation and development of local watershed organizations.
 7. Support existing watershed 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 (BMPs) designed to restore and protect surface and groundwater quality.
9. Work with municipalities and County Planning Commissions to adopt model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management, etc.
10. Develop workshops and implement demonstration projects on the interrelationship between land use decisions and NPS pollution prevention.
11. Assist municipalities in resolving stormwater complaints and land use conflicts.
12. Work with watershed groups and various government agencies to complete Watershed Implementation Plans and assess the effectiveness of existing NPS programs.
13. Upon request by DEP, assist with data collection for Total Maximum Daily Load (TMDL) development.
14. Report at least annually to DEP on water quality improvements in streams and lakes within the county.
15. Submit quarterly activity reports to DEP and maintain these on the CDWS electronic database.

B. Education and Instruction:

1. Prepare public outreach efforts for the general public and media on NPS issues and what is being done by various groups in different watersheds to restore and protect the waters of the Commonwealth.
2. Encourage agencies and landowners to cooperate in watershed initiatives, and informing them about state requirements as well as technical resources and funding opportunities that are available to them.

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 BMPs.
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 BMPs.
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 Conservation Districts or DEP.
7. Attend sufficient computer training to effectively use the software supplied by the Conservation District and DEP.

DISTRICT ACTIVITIES:

1. Prepare written monthly report of activities to the Board of Directors.
2. Serve on District committees as assigned.
3. Prepare articles for newsletter or annual report as requested.
4. Attend staff and other meetings as requested.
5. Perform other duties as requested by the Board of Directors or District Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelors Degree in Biology, Environmental Resource Management, Geoenvironmental Studies, Hydrology, or related field required or equivalent experience.
2. Experience doing watershed management, coordinating stream programs, land use planning, etc.
3. Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups.
4. Ability to traverse difficult terrain.
5. Ability to work with minimal supervision.
6. Valid driver's license.
7. Some irregular work hours involving evening and weekend work is required.

DELIVERABLES FOR RESULTS-BASED FUNDING OF WATERSHED SPECIALIST

Each Watershed Specialist is required to:

- Prepare written monthly reports of activities to Board of Directors.
- Compile and submit quarterly reports to DEP and maintain this information in the CDWS Database.
- Identify at least annually, in the July-September quarterly report, streams and lakes that have shown significant water quality improvement or on which planned restoration work has been substantially completed during the previous year.
- Work closely with the DEP Regional or District Mining Watershed Manager on proposals and projects within the county(s) watersheds, and in mentoring watershed organizations.
- Assist with data collection for TMDL development, upon request by DEP.
- Attend pertinent training sessions, including the annual statewide CDWS meeting and any regional meetings sponsored by the Department.

In addition, the Watershed Specialist will complete the following activities. If the position is part time (50% for example), then a percentage (50%) of the following deliverables is due each year.

EDUCATIONAL ACTIVITIES: The Watershed Specialist will annually plan and execute at least five educational activities in one or more of the following categories:

- Conduct educational meetings that promote watershed conservation.
- Have published brochure, reports, newsletter or newspaper articles or television or radio coverage promoting watershed education activities and resource conservation and protection projects.
- Exhibit different displays promoting watershed education or activities in a public forum.
- Inform agricultural producers and other landowners about environmental rules that may affect them.

WATERSHED ACTIVITIES: The Watershed Specialist will annually plan and execute watershed activities in at least five of the following categories:

- Watershed Monitoring Activities
- Watershed Assessment, Restoration, or Implementation Plans
- Data Collection for Total Maximum Daily Load (TMDL) Development
- Watershed Implementation Projects (addressing TMDLs or NPS impairments)
- Watershed Protection Projects
- Watershed Restoration Projects
- Demonstration Site Development (involving innovative technologies, resource recovery /reuse, energy development or new design to minimize operation/maintenance costs)
- Watershed Training Programs
- Activities that Enable Local Watershed Associations to Become More Self-Sufficient
- Activities that Develop Watershed Councils (a group of watershed associations)
- Activities that Support Water Quality Trading
- Other (See note)

Note: Watershed activities can deal with more than just riparian corridor problems. Stormwater management, flood control, floodplain management, land use regulation, zoning, aquifer, well-head protection, source water protection, water resource planning, ground water protection, wastewater reuse, acid mine drainage, wetland restoration, agricultural pollution control, erosion and sediment control and nutrient management are just some of the concerns that may be addressed in a watershed.

Source - Bureau of Watershed Management, PADEP. (Revised 03/02/2012)