

MONITORING COORDINATOR

STARTING SALARY: \$44,000 - \$50,000, DEPENDING ON QUALIFICATIONS

The mission of the Sauk River Watershed District (SRWD) is to apply our unique abilities and authorities in ways that protect and enhance our watershed's waters and natural resources for today and tomorrow. To ensure we continue to make progress towards our mission, the SRWD assesses the water quality of the lakes, streams and river within the boundary of the Sauk River Watershed. The Monitoring Coordinator implements and coordinates the SRWD's water quality monitoring program. This includes performing sampling and flow measurements, data collection, review and analysis, developing an annual monitoring plan and working with SRWD partners to ensure quality data.

WHY WORK FOR THE SAUK RIVER WATERSHED DISTRICT

The SRWD is a specialized, local unit of government, established in July 1986, and is responsible for protecting and enhancing the water resources of the Sauk River Watershed. The SRWD encompasses 1,041 square miles of diverse landscape (agricultural in the western portion and highly urbanized area in the east) which drains into the Sauk River and the Mississippi River in St. Cloud. The SRWD is finalizing a comprehensive planning effort with conservation partners that paves the way for the next 10 years of SRWD activities. In October of 2020, the SRWD moved into a new district office in Sauk Centre, MN that offers a specialized work area for the monitoring program.

SRWD offers competitive compensation, excellent benefits, professional development and a collaborative work environment. Our benefits include:

- Full Health Insurance
- Paid life insurance
- Short and Long Term Disability
- PERA retirement plan
- 10 paid holidays
- 10 paid vacation days
- Accrual of 10 sick days/year
- 1 personal day

MINIMUM QUALIFICATIONS

Bachelor's degree, or equivalent, in the field of Limnology, Water Resources, Environmental Science or related field. Good communication and computer skills are required. Must have strong organizational and time management skills and the ability to work independently. 1-2 year experience with stream hydrology, water quality and biological field work is preferred. Familiarity with GIS technologies is preferred.

A successful candidate must demonstrate basic water quality knowledge. Knowledge and/or experience of monitoring equipment including sample collection devices, sondes and GPS devices. Attention to detail is a must for this position.

APPLICATION ARE DUE JANUARY 22, 2021

Interested candidates should apply by sending a completed application, cover letter and resume to: Scott Henderson, District Administrator, Sauk River Watershed District, 642 Lincoln Road, Sauk Centre, MN 56378 or via email to: srwd@srwdmn.org. Full job description is available online at www.srwdmn.org or by emailing scott@srwdmn.org.

Interviews are tentatively scheduled to be conducted the week of February 1, 2021.

The Sauk River Watershed District is an Equal Opportunity Employer





POSITION DESCRIPTION

JOB CLASSIFICATION: Technical Specialist 2

POSITION TITLE: Monitoring Coordinator

REPORTS TO: District Administrator

POSITION OBJECTIVE

Responsible for creating, implementing and coordinating the Sauk River Watershed District's (SRWD) ongoing water quality monitoring program including working with fellow staff members to identify water quality data needs, supervise interns/contract employees hired for monitoring, and working with agencies and citizens to protect and enhance the watershed's resources.

MAJOR/ESSENTIAL FUNCTIONS: Monitoring Coordinator will:

1. Perform river and lake water quality sampling and stream flow measurements. Ensure water quality monitoring equipment is calibrated to manufacturer's standards and is stored and cleaned in appropriate manner. Operate and maintain continuous / automated field monitoring equipment. Provide leadership and guidance to field staff and volunteer partners and determine scheduling and correspondence. Perform field work data recording and downloading. Ensure Quality Assurance / Quality Control (QA/QC) procedures are followed, including following the SRWD's Water Quality Monitoring Procedure (WQMP) and noting any deviation from said procedure. Update the WQMP as necessary to stay current with new monitoring techniques and regulatory requirements. Coordinate sample procurement, handling and shipping. Perform all work under contracts to their specifications. Document all work as prescribed in the WQMP.
2. Compile and submit all data, station forms, and project forms to appropriate Minnesota Pollution Control Agency's program and website annually. Ensure all SRWD field notes and laboratory data are entered in the SRWD Water Quality Database as required by WQMP. Analyze water quality/quantity data. Ensure contracted laboratories are currently certified through the Minnesota Department of Health and meet QA / QC and Standard Operating Procedure standards.
3. Review and compile environmental data pertinent to District's goals and mission. Provide leadership to field personnel to perform all aspects of monitoring, data collection, inventory, analyses, and field reports. Plan and develop research models using knowledge of mathematical and statistical concepts. Determine data collection methods to be employed in projects and surveys. Prepare graphic representations from samples and provide summary information on the environmental relevance of the data.
4. Develop an annual monitoring work plan, which includes but is not limited to: determining budget, identifying water quality / quantity sample numbers and locations; assess and recommend equipment needs; choose lab and establish cost controls. Plan and implement annual monitoring summit. Develop and/or review QA/QC procedures manual, WQMPs and MAMPs. Review safety measures for field work.

5. Establish needs and specify monitoring analysis on area lakes and streams, Determine solutions to meet goals both now and in the future. Implement projects to specification and timescale. Determine data parameters and equipment usage to meet goals. Integrate SRWD monitoring plan with county agency plans. Work with lake associations and local volunteers on developing their water monitoring plans and training on equipment usage in coordination with the Education and Public Outreach Coordinator. Pursue possible funding sources for monitoring. Write Annual Monitoring Reports for all grants.
6. Perform other related duties and responsibilities as assigned by the District Managers, the District Administrator, or are apparent as being under the purview of this position.

MINIMUM QUALIFICATIONS:

Bachelor of Science degree, or equivalent, in the field of Limnology, Water Resources, Environmental Science or related field. Minimum of two years of relative professional experience including field monitoring and/or laboratory experience. Knowledge of various types of monitoring equipment and reporting databases is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Demonstrated skills in verbal and written communication and public speaking.
2. Thorough understanding of limnology, stream geomorphometry, and data collection processes.
3. Ability to design and develop multiple monitoring plans and educational programs.
4. Knowledge and efficiency with appropriate office software programs
5. Knowledge and efficiency with GPS, GIS, Ecowatch and LoggerNet software.
6. Good technical writing skills in the preparation of written reports.
7. Knowledge and ability to operate monitoring equipment fluently and accurately
8. Ability to attend regularly scheduled meetings, workshops and conferences
9. Ability to construct a positive time management schedule through the day either afield or within the office.
10. Knowledge of and ability to follow all prescribed safety procedures for completion of field work.
11. Ability to establish and maintain effective working relationships, work independently and in team settings.
12. Knowledge of federal, state and local environmental regulations specific to water quality
13. Knowledge of supervisory and management practices and techniques.
14. Office equipment including: computer, fax machine, calculator, copy machine, printer, shipping scale, and telephone.
15. Microsoft Office, GPS, Ecowatch and LoggerNet software.
16. Monitoring equipment including: GPS, FlowTracker, River Surveyor, River Cat, Van Doren water sampler, Secchi Disk, Integrated Sampler, Transparency Tube, Tape Measure, Staff Gauge, YSI DO Meter, YSI Multi-parameter Probe, flow velocity meters, and CR10 data loggers.
17. Raingear, knee boots, hip waders, and chest waders.

SUPERVISORY RESPONSIBILITIES:

None, unless otherwise assigned.

RESPONSIBILITY FOR PUBLIC CONTACT:

This position requires a high level of public contact requiring tact, courtesy and good judgment.

PHYSICAL AND MENTAL DEMANDS:

Position involves occasional lifting up to 70lbs. Position involves working in unexpected and unpredictable weather conditions that impact the physical effort expended. Position involves walking in rugged terrain. Position includes withstanding water pressure of high flowing water in waders during all weather conditions and water temperatures. Position requires extended periods of standing and walking, both in and out of water. Position requires attention to detail and need for accuracy despite distractions and interruptions. Position requires completing tasks, and meeting deadlines. Position requires setting work priorities and organizing work while remaining flexible and patient. Position requires multi-tasking in a fast-paced, high stress environment. Position requires coping with conflicting demands and prioritizing tasks while adjusting to rapidly changing situations on limited funding and within a short timeframe.

WORKING CONDITIONS:

Normal shift, eight hour days, 5 days a week. Position includes regular exposure to working in adverse weather conditions, rugged terrains and variable water temperatures and water pressures. This position includes regular exposure to temperature extremes, dirt and dust. Position requires frequent travel to various sites within the watershed district. This position includes office work that is performed in normal office conditions.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.



EMPLOYMENT APPLICATION

Instructions: Please PRINT or TYPE. Submit the application, cover letter and resume to srwd@srwdmn.org.

GENERAL INFORMATION

Position applying for _____ Date of Application _____

Date available to begin work _____ Salary Expectation _____

How did you hear about the position? _____

Are you currently employed? No ___ Yes ___ If yes, may we contact your current employer? No ___ Yes ___

Reason (s) for leaving your current or previous position _____

PERSONAL INFORMATION

Name _____

Street address _____

City: _____ State _____ Zip _____

Phone: _____ Email Address: _____

Valid driver's license? No ___ Yes ___ State _____ Expiration Date _____ Class _____

Are you able to work in the United States? Yes _____ No _____

Have you been previously employed by the District? No ___ Yes ___, if yes, explain _____

REFERENCES

1. Name _____ Years Known _____ Relationship _____

Email _____ Phone _____

2. Name _____ Years Known _____ Relationship _____

Email _____ Phone _____

3. Name _____ Years Known _____ Relationship _____

Email _____ Phone _____

VETERAN STATUS

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veterans Preference Points? Yes: ___ No: ___

Do you wish to claim Veterans Preference Points? Yes: ___ No: ___

If you are a disabled veteran and wish to claim additional points, please check here: ___

To protect and improve water resources in the watershed

642 Lincoln Road, Sauk Centre MN 56378 - (320)-352-2231 – www.srwdmn.org

CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

I **certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or omission or concealment of facts, may disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the District.

I **understand and acknowledge and agree** that no offer of employment is valid or binding until formal approval by the District Board or the appointing authority referenced in the job description and that until such approval that the District shall not be liable for any reliance on any oral or written offers of employment made to me. In connection with this application I hereby authorize any and all former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the District and its agents and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession, unless I have marked “no” on the permission to contact question. I understand that the District will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

Date: _____ Signature: _____

EQUAL EMPLOYMENT OPPORTUNITY

The Sauk River Watershed District is an Equal Opportunity Employer and will not discriminate on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, sexual orientation, or age.

PRIVACY NOTICE

The information requested on this application is intended to be used by the District in determining suitability for employment for the position. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the District being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the District may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application is classified as private data under the Minnesota Government Data Practices Act and will not be released outside the District without prior consent except as necessary for tax purposes or as otherwise required by state or federal law.