

**SAUK RIVER WATERSHED DISTRICT
POSITION DESCRIPTION**

JOB CLASSIFICATION: Technical Specialist 3

POSITION TITLE: Ditch and Permit Manager

REPORTS TO: District Administrator

POSITION OBJECTIVE:

Responsible for management of activities outlined in MN State Statute 103.E Drainage Law as it applies to the daily activities of the District's public drainage system authority, including scheduled inspection and reporting, landowner petition procedures and record maintenance. Responsible for review, documentation, and action regarding all permitted activities subject to District Administrative Rules within the framework specified by District Rules and policies. Responsible for periodic review of District Administrative Rules and processes and recommendations for modification to the Board and Administrator. Assists District staff with field work pertaining to construction, survey and mapping functions.

MAJOR/ESSENTIAL FUNCTIONS: Permit and Ditch Manager will:

1. Inspect, document and report on all related rule requirement & compliance measures. Perform inspections of public drainage systems as mandated by MN Statute 103.E and report to Administrator. Inspect and review Best Management Practices (BMP) requests before and after submission. Inspect and maintain Judicial Ditch 2 Sediment Ponds and other District conservation projects as determined necessary. Complete Judicial Ditch 2 sediment survey annually, or as determined necessary. Respond to routine landowner complaints.
2. Attend viewer and ditch/drainage related meetings. Establish working relationship with DNR, U.S. Fish and Wildlife, Army Corps of Engineers, County SWCDs, MPCA and BWSR. Maintain an efficient and effective documentation system for all Watershed ditches. Work with Office & Finance Manager to provide expenditure and revenue reports of all public systems annually or as needed. Work with county auditors offices to obtain and implement special assessments on ditches. Read maps and perform elevation checks of drainage structures. Calculate budget costs by tracking and submitting invoices to the Office & Finance Manager.
3. Correspond with Public regarding activity requiring permit under District Administrative. Rules as well as other LGU, State or Federal regulations when possible. Report to Managers on permits and acquire approvals as necessary. Complete, provide provisions, document and approve permits under SRWD administrative rules. Perform follow up scheduling and immediate inspection of permits. Maintain SRWD Permit & Inspection database daily. Develop storm water management plans as requested by landowners. Review Environmental Assessment Worksheets (EAW) and Environmental Impact Statements (EIS) on projects proposed within the District and provide technical response.
4. Produce project area maps to be used in reports and as requested by staff, consultants or agency partners. Update District maps as necessary. Incorporate and understand LIDAR in ArcView. Work with consultant to update web-based interactive mapping tool as necessary and requested by staff while maintaining proper record and expenditures for such activities.

5. Work with Administrator and Water Resource Manager to develop and or modify District Administrative Rules to meet goals as outlined in District Comprehensive Water Management Plan. Assist Office & Finance Manager with District records/budgets.
6. Perform other related duties and responsibilities as assigned by the District Administrator, or are apparent as being under the purview of this position.

MINIMUM QUALIFICATIONS:

Two year post-secondary associate degree in Environmental Science or related field preferred with two plus years' experience required. Bachelor's degree preferred in one of the following disciplines: Civil, Environmental or Agricultural Engineering, Hydrology, Geology, Hydrogeology, Natural Resources and Environmental Studies, Soil Science, Water Resource Management or related field of study. 2-5 years prior experience in a technical capacity working with soil and water resource management, water planning or regulation, hydrology or related technical or regulatory work. Basic understanding of survey technique including ability to accurately report elevation data of water control structures.

CERTIFICATION / LICENSURE REQUIRED:

1. Inspector/Installer/SWPPP Design certified or capable of becoming certified within 1 year after date of hire.
2. Pesticide applicator license preferred.
3. Hold or be able to obtain within 1 year after date of hire, the FAA UAS Part 107 licensure to operate a drone commercially.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the field of environmental science and related areas and disciplines.
2. Knowledge of federal, state and local environmental regulations, programs and agencies specific to zoning, permits and drainage systems, including Minnesota's Non-Point Discharge Elimination System (NPDES) Stormwater permit rules.
3. Knowledge of a variety of field concepts, practices and procedures relating to limnology, hydrogeology, financing, engineering, soils and land resource management.
4. General knowledge of farming practices and different farming industries.
5. Ability to assess most engineering designs, construction practices, related to environmental controls.
6. Ability to assess environmental quality and potential impacts.
7. Ability to establish and maintain effective working relationships, work independently and in team settings.
8. Knowledge and ability to use surveying equipment in a field setting.
9. Ability to perform administrative and technical work related to Erosion and Sediment Control.
10. Good communication, organizational and time management skills. Ability to communicate effectively both orally and in writing.
11. Good technical writing skills and skilled in the preparation of technical reports.
12. Ability to resolve conflicts that arise regarding public drainage disputes, landowner disputes regarding water resources.
13. Knowledge of TMDL studies.
14. Ability to attend regularly scheduled meetings, workshops and conferences.
15. Ability to construct a positive time management schedule throughout the day whether in the field or

within the office.

16. Knowledge of current ArcView GIS software, LiDAR and basic mapping functions.
17. Knowledge of drainage coefficients and efficiency.
18. Ability to complete LIDAR interpretation and integration onto maps.
19. Knowledge of appropriate office equipment and software programs, including Microsoft Office.
20. Knowledge of and ability to follow all prescribed safety procedures for completion of field work and self-directed inspections.
21. Must have a valid Minnesota driver's license and have a vehicle available for periodic business use on a mileage reimbursement basis. The vehicle must have insurance approved by the District and meets the requirements of the State of Minnesota.

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 working in unexpected and unpredicted weather conditions that impact the physical effort expended. Position involves rigorous and extensive climbing among rugged terrain ditches. Position includes withstanding water pressure of high flowing water in waders during all weather conditions and water temperatures. Position involves walking on adverse conditions within construction areas. Position involves occasional lifting up to 70lbs. Position requires extended periods of standing and walking, both in and out of water. Position requires maintaining concentration despite occasional disruptions or distractions. Position requires maintaining a flexible schedule while still prioritizing multiple tasks to complete work in timely manner. Position entails concentration to detail and need for precision.

WORKING CONDITIONS:

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

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

BOARD OF MANAGERS APPROVAL

By Motion of Manager Barber, seconded by Manager Ritter and motion passing with entire Board of Managers in approval, April 21, 2015.

Updated by motion by Manager Bautch, Second by Manager Zerr, and motion passing with unanimous approval, January 18, 2022.