

# Environmental Specialist

**Salary**

\$48,193.60 - \$72,675.20 Annually

**Location**

Waterloo - 50701 - Black Hawk County, IA

**Job Type**

Full-time

**Agency**

542 Iowa Department of Natural Resources

**Job Number**

21-01033

**Closing**

11/9/2020 11:59 PM Central

**LinkedIn Tag**

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**Point of Contact**

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- **DESCRIPTION**
- **BENEFITS**
- **QUESTIONS**

## Job Description

**Only applicants who meet the Minimum Qualification Requirements and meet all selective requirements (listed below) will be placed on the eligible list.**

The Iowa Department of Natural Resources (DNR) has a job vacancy for an Environmental Specialist position, within the Watershed Improvement Section of the Water Quality Bureau located in Waterloo, IA. This position is responsible for: serving as Watershed Project Coordinator, responsible for planning and implementing water quality improvement project activities, providing technical assistance, and communicating with other project coordinators and stakeholders.

This position includes the following:

**Watershed Project Coordinator**

Function is to manage and coordinate the implementation of local and regional water quality improvement project activities, conservation planning and implementation of practices, information and education, assessment and other related activities

essential to the DNR Water Quality Bureau, Watershed Improvement and Source Water Protection Programs, IDALS, SWCDs, and NRCS in support of watershed and water quality improvement, and source water protection in assigned watersheds in Iowa that protect and enhance water resources. Specific tasks under this duty include:

1. Collaborate with appropriate agencies, groups and individuals that can affect the success of water quality improvements and source water protection in the targeted project areas. Plan and lead group meetings as well as individual meetings with project sponsors, cooperators, stakeholders and other participants.
2. Responsible for coordinating the administrative and technical functions necessary to develop and implement EPA approved 9-element watershed plans to address impaired waters; and source water protection plans, using established protocols, guidebooks and workbooks, to address water quality issues affecting vulnerable community water systems in assigned watersheds. Planning and implementation activities will address areas of local environmental concern, which may include, but are not limited to, sedimentation, nutrients, pesticides, livestock manure, bacteria and other water quality issues in assigned watersheds.
3. Develop water quality and source water protection plans and implement best management practices (BMPs) which are designed to maintain or improve the quality of the targeted surface and ground water supplies affecting impaired waters and source waters in the project area.
4. Perform professional and technical duties that relate to water quality monitoring, information and education, assessment, evaluation and implementation of BMPs designed to improve soil and water resources in the targeted work area.
5. Research, plan and implement an information and education program to raise awareness and encourage implementation of practices that improve water quality and source water protection. Coordinate with and involve public and local project decision makers regarding critical issues and concerns affecting project resources. This effort should incorporate some type of public survey effort as an information, direction and evaluation tool. Examples of activities may include informational meetings, field days, newsletters, local media coverage, workshops and recognitions for active participants.
6. Evaluate project activities on an ongoing basis, working with local partners and stakeholders to prioritize current and future project activities. Use current technology and tools, such as GIS, RASCAL, ACPF, and land use assessments, to identify priority resource needs and identify innovative solutions. Utilize monitoring,

modeling, and measurement techniques to evaluate progress toward meeting project goals and implementation of solutions. Assist partners and stakeholders in identifying other water quality programs and assist as needed in applying for funds through those programs as appropriate.

7. Provide administrative oversight and manage projects to maintain quality control and maximize involvement of local advisors and state level staff of participating agencies. Work with project advisory and stakeholder groups to complete annual plan of operations and budgets, as applicable, for projects. Complete and submit all necessary financial and progress reporting documents in accordance with grantor's deadlines.

### **Conservation Practice Implementation and Technical Assistance**

Function is to work with individual farmers, landowners and other agricultural and urban stakeholders to implement best management practices that are designed to maintain or improve the quality of the surface and ground water supplies affecting impaired waters and source waters for community water systems in the targeted work area. Examples of BMPs to implement may include cover crops, bioreactors, stream and waterway buffers, saturated buffers, wetlands, water and sediment control basins, no till farming, grass seeding, stream bank stabilization, riparian management, sinkhole management, manure management, livestock management, urban green infrastructure practices, and other soil and water conservation practices.

### **Communication with other Project Coordinators, DNR Water Quality Bureau Staff, IDALS, SCWD and NRCS Staff**

Function is to coordinate and communicate effectively and efficiently with DNR Basin Coordinators and Source Water Protection team-members, and IDALS, SWCD, and NRCS field staff on a regular basis concerning progress, issues, suggestions for improvement and other items as needed in support of the position duties and work priorities.

1. Participate in Watershed Improvement Section, Source Water Protection, and Water Quality Bureau staff meetings and communicate regularly with local partner staff and leadership to provide work duties task updates and other duties as appropriate.

2. Provide the Source Water Protection team with written communication of requests for assistance, and issues with completion of tasks as appropriate.

3. Other duties as assigned.

### **Essential Functions**

Plans and leads development and implementation of assigned projects through Best Management Practices and Low Impact Development Protocols to protect and enhance lake and stream water quality, and protect drinking water source water protection zones.

Communicates management activities effectively both in writing and orally, including formal presentations to professional groups, the public, individual landowners and watershed project and community water system stakeholders.

Organizes and coordinates public workshops, demonstrations, field days and meetings.

Develops and maintains effective working relationships with staff, state and federal agency partners, local watershed leaders and groups, agricultural interests, environmental interests, local citizen groups, private-sector partners, the regulated public, and industry professionals.

Facilitates meetings of local Source Water Protection (SWP) teams.

Provides comments and feedback to the Source Water Protection Coordinator on planning and implementation activities.

Prepares watershed and source water protection plans according to established protocols, and facilitates and reviews the preparation of watershed and source water protection plans prepared by others.

Assists public water supplies develop SWP Phase 2 Plans, if they do not have a Phase 2 plan already developed, and assists public water supplies with SWP implementation using and pursuant to the developed SWP Phase 2 plans.

Prepares technical and non-technical documents and reports, including grant and project reports, and comprehensive resource management plans that clearly communicate program and project ideas, needs, goals, objectives and results.

Reviews and analyzes water quality, water quantity, nonpoint source pollution, and source water protection issues and mitigation strategies.

Reviews environmental principles related to sediment, nutrient and bacterial pollutants and their relationship to water quality and source water protection.

Evaluates and interprets the relationship between agricultural production activities, urban development, economics, stream and groundwater hydrology, and nonpoint source pollution issues.

Establishes effective contract administration and management strategies, and prepares, interprets, and facilitates the execution of project contracts.

Prepares and interprets financial tracking and reporting documents and spreadsheets and makes reasonable financial determinations on budgets and expenditures in their area of responsibility.

Reviews and approves contract/vendor claims, invoices, and draft/final product deliverables.

Works with minimal supervision and follows all work rules, policies and procedures of the Department.

Uses portable computer technologies, tools, and PC based software at an advanced level.

Uses and has advanced skills with Geographic Information System (GIS) mapping.

Lifts and carries equipment and supplies that weigh up to 50 pounds and performs

physical labor, outdoors, in any type of weather, and in rugged terrain and in or along water bodies up to 2 miles per day.

Safely operates motor vehicles.

Works evenings and weekends and travels and stays away from home when necessary to accomplish the objectives of the Water Quality Bureau.

### **Critical Job Competencies**

Accountability, Integrity, High Productivity, Customer Focus, Team Player, Creative Thinking, Problem

Solving, Interpersonal Skills, Technical Skills - Natural Resources Planning, Communication Skills, Computer Skills, Self-Management, Flexibility, Attention to Detail, Common Sense, and Positive Attitude.

*The DNR seeks to hire individuals who wish to support our mission, which is to conserve and enhance our natural resources in cooperation with individuals and organization, to improve the quality of life in Iowa and ensure a legacy for future generations.*

The starting salary for new employees in this position will be \$48,193.60 The starting salary for new state (Executive Branch) employees will be at the base of the pay range. This position offers a competitive salary schedule and benefit package. The State of Iowa is an EEO/AA Employer.

Applicants may attach a Resume / Cover Letter to the online application.

### **Selectives**

#### 246 Grant Writing and Management

6 months' professional level experience as one of a team or as the sole organizational resource managing the grant program, which includes all of the following: writing grant applications/proposals, managing grant funds, providing technical assistance to sub-grantees, monitoring grants, and grant performance reporting. Experience must have been a major or dominant function of the job. May also include experience reviewing, approving/awarding, and monitoring others' grant proposals, but this alone does not qualify.

OR

#### 621 Service and Performance Contract Negotiations and Management

6 months' experience, 12 semester hours, or a combination. Differs from labor contract negotiation. These are contracts with various vendors or other service providers and the applicant must have demonstrated experience and/or education that allowed them to review performance and service delivery and know what to do and be able to act when performance does not meet expectations. Includes: drafting or developing contracts for provision of products and/or services and the related budget components; negotiating the terms of contracts to include: costs, timeframes and performances expectations and/or work products; monitoring and managing all aspects of the contracts: to include timely submission of financial reports,

performance reports, work products and determining when appropriate benchmarks for payment of invoices are met. Specific educational courses that relate to the selective might include: contract management, business law, principles of economics, business management and similar courses.

AND

#### 456 Nutrient Management

18 semester hours in agronomy, chemistry, water resources, or biological sciences, or 6 months' experience in nutrient management which would have resulted in an ability to demonstrate an understanding of:

- Nutrient loading and transport principles as applies specifically to nitrogen and phosphorus. Nutrient management plans for agricultural production.
- Iowa's nutrient budget.
- Environmental principles and terminology in the areas of nonpoint source pollution, nutrients and water quality.
- Nutrient management, soils and agronomic principles and practices.
- Potential sources of NPS pollution, nutrient cycling and effects of nutrients on aquatic ecosystems.
- Nutrients and their relationship to Iowa's impaired waters (Section 303(d) list) and Total Maximum Daily Loads (TMDLs).
- Iowa's Nutrient Management Strategy.
- Ability to write and understand environmental rules, and the ability to communicate effectively the impacts of proposed or adopted rules.

OR

#### 450 Natural Resources

6 months' experience, 12 semester hours, or a combination of both in one or in a combination of more than one of the following:

- Ecology
- Environmental planning
- Soil conservation
- Biological sciences
- Waste water treatment
- Forestry
- Engineering related to natural resource areas (dams, sanitary engineers, etc.)
- Outdoor recreation planning
- Physical sciences
- River basin planning
- Geography
- Wildlife management

## Minimum Qualification Requirements

Graduation from an accredited college or university with a Bachelor's Degree in natural science;

OR

an equivalent combination of experience and education substituting one year of full-time professional work in an environmental, radiation control, environmental health or food sanitation program for each year (30 semester hours) of the required education.

For additional information, please click on this [link to view the job description \(Download PDF reader\)](#).