



Dubuque Soil & Water Conservation District

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Urban Watershed Coordinator

Position Objective: Under the direction of the Watershed Program Director, manage watershed management plans, urban conservation (green infrastructure) objectives, and implement erosion control and stormwater activities in both the City of Dubuque (MS4 management) and Dubuque County.

Location: Dubuque County, Iowa.

Essential Functions

- Completes storm water quality inspections at active construction sites according to the established City of Dubuque and Dubuque County ordinances, procedures, and schedule.
- Completes inspection reports according to the City of Dubuque and Dubuque County policy and procedures within required time frames.
- Compile data on County-wide activities that support NPDES MS4 compliance
- Updates project SWPPP (Stormwater Pollution Prevention Plans) books and maps as needed or required.
- Identifies and documents regulatory non-compliance issues and monitors resolution.
- Assists with proposal writing and grant administration to help fulfill project opportunities.
- Assist with water monitoring efforts throughout Dubuque County.
- Plans, coordinates, supervises and advocates for compliance with MS4 permit(s).
- Updates and maintains a Storm Water Management Plan(s) in compliance with the MS4 permit(s).
- Assist with urban conservation efforts (programs and projects) as they relate to stormwater solutions and challenges.
- Researches and recommends policies and codes for MS4 permit compliance and sustainable watershed management.
- Interprets and applies provisions of stormwater management regulations and other applicable federal, state and local codes, laws, policies and procedures.
- Develop and implement a long-term reporting and monitoring program as they relate to MS4 programs. Maintain accurate, clear and concise records for the MS4 program.
- Conducts investigations of stormwater ordinances, MS4 permit violations, illicit discharges, illegal dumping, and related violations and/or enforcement procedures.
- Performs water quality testing for various pollutants as necessary during or after storm events.
- Organize, attend, and/or facilitate an erosion control workshop each year for developers, builders, contractors and consultants on proper construction site erosion and sediment control and a watershed symposium each year for

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- developers, house builders and others on design techniques that include low impact development and other practices that can improve the quality of stormwater.
- Reviews construction drawings and site plans and inspects job sites for compliance with erosion control and runoff regulations and codes.
 - Develop, implement and oversee public information, outreach and educational programs to foster citizen understanding of watershed and stormwater program goals.
 - Give presentations to community groups and schools.
 - Responds to customer inquiries or complaints and provides technical assistance and provide other related duties as assigned.
 - Maintain a public education outreach program to generate public acceptance and cooperation in stormwater program initiatives;
 - Conduct site reviews of existing and proposed storm water facilities, including pipes, detention basins, streams, and water quality features;

COMPETENCIES

- Practical understanding and application of watershed management and environmental science
- Coordinating project activities
- Excellent record keeping
- Establishing relationships and communicating effectively with contractors
- Evaluating and implementing ideas
- Navigating organizations

TRAVEL

- This position requires remote work in the field and requires regular travel within the assigned region. Regular travel to the Dubuque County West Campus and City Hall in Dubuque. Occasionally travel is outside the local area and overnight. Personal vehicle use will be required with mileage provided.

SUPERVISORY RESPONSIBILITY

- This position reports to the Watershed Program Director (day to day) and the Dubuque Soil and Water Conservation District Commissioners.

REQUIRED EDUCATION AND EXPERIENCE

Associates or Bachelor's degree in environmental science, water resources, planning, geography, or a related natural resource management field plus 2-4 years of experience OR a combination of education and experience.

Strong understanding of:

- Stormwater Management
- Erosion Control on Construction Sites
- Urban Conservation/Green Infrastructure Best Management Practices
- Promotion of conservation practices
- Capable of working in a team environment while working independently to achieve specific project deliverables.
- Understanding Soil Health Management
- Ability to work remotely and from the field.
- Understanding of computer technologies including data storage, statistical software, GIS, and monitoring equipment interfaces.
- Valid driver's license required and vehicle

PREFERRED EDUCATION AND EXPERIENCE

- The ability to analyze and evaluate raw data, and share information in a clear manner.
- Strong team player with the ability to work independently.
- A working knowledge of GIS and database software.
- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Have an understanding of Municipal Separate Storm Sewer System.
- Excellent written and oral communication skills.
- Certified Professional in Erosion and Sediment Control (CPESC)

SALARY RANGE

- \$46,217 - \$65,721
- Dubuque County Health/Dental Package
- Iowa Public Employees Retirement System (IPERS)
- Annual, Holiday, and Sick Leave

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; drive long distances; walk in fields and uneven terrain; collect water samples from streams, tile outlets, and other water sources; balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment will vary.

WORK ENVIRONMENT:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and software platforms such as Office 365. Occasional field work is required and sampling equipment such as water sampling equipment, , soil probes, and GPS equipment are also used.

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OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AAP/EEO STATEMENT

The Dubuque Soil and Water Conservation District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Job Type: Full-time