

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Watershed Resources Planner	Reports To:	Assistant General Manager
Salary Range:	<a href="#">B72</a>	Approved by Board of Directors:	06/03/2014
FLSA Status:	Exempt	Unit:	<a href="#">Unrepresented</a>
<p><i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i></p>			

### **Definition**

To perform a variety of professional resource and environmental related duties including planning, implementing, advising, and administering program activities related to watershed and environmental protection programs; to monitor federal, state and local environmental regulations and legislation; and to prepare technical environmental reports, and reviewing documents affecting District operations, while working closely with government agencies, non-profits, and individual citizens.

### **Supervision Received and Exercised**

Receives direction from the Operations Manager; may exercise technical and functional supervision over assigned technical and administrative support personnel.

### **Essential Function Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Perform professional duties in the development, implementation, and administration of a variety of District resource programs, including environmental and watershed planning and management; plan, administer, and coordinate special projects and programs as assigned.
2. Develop, write, and maintain a variety of technical and administrative reports, documents, correspondence related to areas of assigned responsibility; present written technical reports; drafts correspondence to other District departments, state and federal regulatory agencies; maintain accurate, complete, and current records.
3. Research grant opportunities including collaborative efforts with other agencies; prepare grant proposals and monitor awarded grants to ensure compliance with funding source terms and conditions related to the use of funds and reporting and auditing requirements.
4. Assist in formulating program policy, goals and procedures; collect and compile data to support recommendations; develop and recommend new program elements and modifications to meet goals and objectives; review and comment on environmental documents to ensure program goals are achieved; ensure compliance with all applicable laws.
5. Advise management and District staff on the development and implementation of compliance standards, potential areas of regulatory compliance concern, and new regulatory developments and requirements and their impact to District operations.
6. Perform environmental field investigative and compliance work and special studies requiring technical expertise and knowledge within areas of assigned specialty; perform sites

assessments, field investigations, field sampling and other environmental survey and clean-up/mitigation activities.

7. Prepare Requests for Proposals for consultants and other service providers and assists in evaluating responses; prepare contract documents and administer related terms and conditions.
8. Participate in budget preparation and administration related to assigned program areas; prepare cost estimates for budget recommendations; and submit justifications for equipment, supplies, and services; monitor and control expenditures.
9. Research and respond to requests for information or complaints from the public and District customers regarding watershed resource programs.
10. Coordinate, implement, and monitor special projects within assigned program responsibility; perform detailed and specific research, and analysis of new programs, services, policies, and procedures; prepare related reports and presentations.
11. Coordinate, prepare, and conduct public and customer outreach activities; prepare informational materials including brochures and articles regarding areas of program assignment; schedule, facilitate, and participate in outreach events and public meetings.
12. Plan, manage and implement biological resources studies and mitigation and monitoring programs for inclusion in environmental documents including environmental assessments and environmental impact reports.
13. Attend various meetings to ensure the Districts environmental and watershed concerns are being addressed.
14. Operate, calibrate and effectively utilize sampling equipment.
15. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
16. Perform related duties and responsibilities as required.

### **Qualifications**

#### **Knowledge of:**

- Principles and practices of environmental planning, habitat restoration, natural resource management, and conservation planning.
- Principles and practices related to standards development and compliance monitoring activities.
- Applicable Federal, State and local laws rules and regulations and court decisions.
- Principles and practices of life sciences such as biology, botany, soil science, and hydrology.
- Methods and techniques of data collection, research, report preparation.
- Principles and practices of technical and functional supervision and training.
- Physical, biological, social and human interactions and relationships.
- Techniques and methods used in technical report writing.
- Use of measuring instruments used in environmental analysis.
- Modern office equipment including word processing, database and spreadsheet applications.
- Principles and practices of effective customer service.

**Ability to:**

- Perform professional and technical duties in the implementation and administration of assigned water resources and environmental programs.
- Assess and resolve complex issues related to areas of program assignment.
- Prepare technical reports.
- Prepare and administer a program budget.
- Evaluate and develop procedures and policies.
- Coordinate and review the work of consultants.
- Analyze, interpret, and apply laws, rules, and regulations.
- Provide technical and functional supervision over assigned staff and effectively train staff.
- Organize, implement and participate in District compliance activities.
- Develop implement and maintain a comprehensive system to track and respond to regulatory agencies.
- Participate in environmental planning, habitat restoration, natural resources management and conservation planning activities and services.
- Operate a variety of field testing equipment and apparatus.
- Perform complex scientific and statistical research, analysis and reporting.
- Assess, mitigate, monitor and report environmental impacts.
- Make formal presentations to a variety of audiences, including the Board of Directors.
- Operate a computer using word processing and business software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

**Responsibility to:**

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Not interfere with other employees' uses of safeguard.
- Not remove, displace, damage, destroy, or tamper with safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel, and recommend appropriate solutions.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

**Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible experience involving watershed management and related scientific research as it relates to system operations including planning, organizing, implementing and supervising programs.

**Education:**

Bachelor's degree from an accredited college or university with major coursework in Biology, Environmental Science, or related field.

License and Certificate:

Possession and maintenance of a valid California driver's license and acceptable driving record.

**Working Conditions**

Environmental Conditions:

Work is either performed in a temperature controlled office environment subject to typical office noise or in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and in meetings for long periods of time, frequent site visits to outdoor construction sites; maneuvering rough terrain under moderate weather conditions, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 40 pounds or less; and must be able to walk long distances outdoors.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; know and interpret laws, regulations and codes; and handle conflict.