



44 Lake Street South Suite A, Forest Lake, MN 55025

Phone 651.395.5850 Fax 651.395.5851 [www.clflwd.org](http://www.clflwd.org)

## **Position Announcement: Permitting Coordinator/Watershed Technician**

The Comfort Lake-Forest Lake Watershed District has an opening for a Permitting Coordinator/Watershed Technician. This is a full time, permanent position within a small collaborative office. As such, this position will have a variety of primary and cross-functional secondary responsibilities ranging from field work such as erosion control inspections and aquatic plant surveys, to in-office tasks such as program administration and data analysis. The primary responsibility of this position will be implementation of the District's permitting program which will entail working directly with permit applicants and contractors, reviewing technical documents, managing large and complex databases, and performing onsite inspections of erosion control and stormwater management BMPs. This position will also assist with operation and maintenance of District-owned facilities, aquatic plant surveys, public education and outreach, and additional administrative and/or field duties as assigned. The District is also in the process of converting to a more complete digital file structure so internal support to achieve these goals will be needed by all staff. Minimum Requirements: Degree earned in natural sciences, geography, engineering, water resources, or related field preferred. Strong organizational skills along with ability to interpret technical reports. Proficiency in written and oral communication and working knowledge of computer software including Microsoft Word, Excel and Explorer a must, as well as proficiency with keyboarding. Any experience with water monitoring procedures, GIS, or financial management is a plus. Call 651-395-5855 or email [Michael.Kinney@clflwd.org](mailto:Michael.Kinney@clflwd.org) for additional information. If interested, please submit resume and cover letter to [info@clflwd.org](mailto:info@clflwd.org). Position open until filled. [www.clflwd.org](http://www.clflwd.org).

---

### Board of Managers

Jackie A. Anderson—President      Jon W. Spence—Vice President  
Wayne S. Moe—Secretary      Stephen W. Schmaltz—Treasurer      Jackie M. McNamara—Assistant Treasurer

# Comfort Lake-Forest Lake Watershed District

---

<b>Position Title</b>	<b>Permitting Coordinator/Watershed Technician</b>
<b>Position Objective</b>	As a member of a small, collaborative team, this position provides program management and technical assistance in water resource protection as it relates to implementation of the goals, policies, programs, and rules identified in the Watershed Management Plan (WMP) of the District. The position adds value by ensuring that permitting, data analysis, and operation of and reporting on District facilities are conducted in a timely and accurate manner.
<b>Status</b>	Exempt, Full-time
<b>Accountable to</b>	District Administrator

---

## Key Responsibilities and Duties

### Permitting

- Assist permit applicants with completion of permit materials, maintain oversight of application processes
- Review permit applications, coordinating with District Engineer and District Attorney as necessary
- Help prepare permitting recommendations to the Board of Managers
- Issue permits and process closeouts
- Inspect construction sites for compliance with CLFLWD, PCA, and municipal permits; coordinating onsite meetings with contractors when possible
- Maintain permit records, including financial accounts, inspection and best management practice maintenance records
- Coordinate with other regulatory entities including initiating and attending regular coordination meetings

### Monitoring and Data Acquisition

- Monitor and report on District facilities, create and update operations and maintenance plans
- Survey District lakes and ponds using ciBioBase technology, produce maps and reports with data
- Coordinate with local MS4 (Municipal Separate Storm Sewer System) permitted municipalities to address stormwater issues
- Maintain cohesive and up to date database, including QA/QC of data
- Coordinate the preparation of an annual monitoring plan to be completed and submitted for approval; collaborate with other stakeholders (e.g. consultants, WCD, lab, etc) in the creation of plan and budget; implement plan
- Assist with District's AIS Prevention and Management Program as needed

### Information / Education / Public Outreach

- Participate in educational activities as assigned, e.g. local public events and festivals, workshops, cost-share program
- Help recruit volunteers; coordinate training and distribute tools for data collection

- Field citizen inquiries, provide information as able and assist in directing them to additional resources
- Make recommendations for additional and/or modified programs that will maintain and increase the level of knowledge of water management and the application of that knowledge in the district
- Edit/contribute to District GIS database and story map as needed

### **Board Administration**

- Assist in preparations for CLFLWD board meetings; attend and participate in meetings as assigned
- Attend partner organization meetings as assigned; report back to CLFLWD board and staff

## **Qualifications and Experience**

### **Position Specific**

- BA/BS in environmental science, natural sciences, or related field, or equivalent combination of education and experience related to job
- Knowledge of watersheds, stormwater management, natural resource management, local government operations and regulations
- Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management
- Experience in environmental education, public speaking, outreach coordination and communications preferred
- Ability, skill and knowledge of data synthesis and analysis, detailed report writing (including financial), permit applications and compliance
- Demonstrated leadership ability and experience working with diverse stakeholder groups
- GIS experience preferred
- Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- Withstand outside exposures in all temperatures and weather conditions, and possible construction noise
- Able to work on some evenings and weekends

### **All CLFLWD positions**

- Collaborative and cooperative with internal and external stakeholders
- Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements