



Position Title Temporary Technician or Intern

Position Objective As a member of a small, collaborative team, this position provides technical assistance in water resource protection as it relates to implementation of the goals, policies, and programs identified in the Watershed Management Plan (WMP) of the Comfort Lake -Forest Lake Watershed District (District). The position adds value by assisting with program and project implementation, coordination, and recordkeeping.

Status Temporary Fulltime

Pay Range \$18 - \$20/hr

Accountable to Senior Program Manager

Key Responsibilities and Duties

Permitting

- Complete erosion and stormwater management course from University of Minnesota Extension
- Conduct erosion and sediment control inspections at permitted and unpermitted work sites within the District
 - Write and interpret technical reports pertaining to permit site inspections, site plan updates, and site stabilization requirements
 - Recommend site conditions and if CLFLWD oversight is required for unpermitted work sites
- Assist with administration of new permits
- Assist permittees with submittals
- Work with permitting staff to ensure accurate filing of all permits and related documents in the Shared Drive and permitting database
- Meet with permittees and contractors on site and answer questions about site condition, project status, and permit processes
- Assist with maintenance of permitting files and related permitting database
- Fulfill additional permitting duties assigned by the Permitting Coordinator, Senior Program Manager, and/or District Administrator

Education and Outreach

- Provide public outreach support by fielding questions from citizens who call or stop by the District office
- Participate in educational activities as assigned, e.g., local public events and festivals, workshops
- Assist with dissemination of educational materials as assigned, e.g., flyers, mailers,

surveys

Non-point Source Pollution Abatement

- Support the review of cost-share site plans and applications.
- Assist with the maintenance of District-owned best management practices (BMPs) and native plantings
- Provide technical support to residents interested in improved land and water management.

Monitoring

- Assist in the implementation of the monitoring programs including:
 - Do-It-Yourself (DIY) monitoring
 - Citizen Assisted Tributary (CAT) monitoring
 - Citizen Assisted Monitoring Program (CAMP)
- Assist with data preparation, organization, and database entry
- Help with the calibration and maintenance of District monitoring equipment

Aquatic Invasive Species (AIS) Prevention and Management

- Assist with District's aquatic invasive species prevention program (i.e. assist with survey work, AIS management in the field, and educational material preparation and distribution)
- Complete watercraft inspector level 1 DNR training and assist with WCI program, as needed

Administration

- Help in preparations for CLFLWD board meetings, as needed;
- Assist with organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files

Qualifications and Experience

Position Specific

Required

- Bachelors or Associates degree in environmental or natural sciences *or* completed at least two years towards a degree in a related field
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- 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
- Withstand outside exposures in most temperatures and weather conditions including possible construction noise

Desired

- Knowledge of watersheds, storm water 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 desired
- Experience with MS Office, GIS, and database management
- Strong interpersonal skills, preferably with experience handling questions from the

public

- Ability to write and interpret technical reports and documents
- 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
- Able to work on some evenings and weekends