DUNN COUNTY
JOB DESCRIPTION

TITLE: Conservation Planner – Water Resources Specialist
LOCATION: Community Services Building
DEPARTMENT: Environmental Services
EEO CATEGORY: Non-Exempt
REPORTS TO: County Conservationist
EFFECTIVE DATE: February 14, 2020

JOB SUMMARY:
The Conservation Planner – Water Resources Specialist is a professional position within the social, physical and natural sciences focused on the management and coordination of complex projects to conserve, protect, and enhance the water resources of Dunn County for domestic, agricultural, industrial, and recreational uses. The purpose of the position is to lead a peer-to-peer framework within county government and the community focused on protecting and improving surface and ground water.

PRIMARY RESPONSIBILITIES:
The following duties are primarily performed and which are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Development and implementation of a wide range of programs to provide coordination, information, education, technical and financial assistance to landowners, citizens, community organizations, businesses, and local government to implement the surface and ground water goals identified in the Dunn County Land and Water Resource Management Plan and other emerging water quality concerns and opportunities that are identified by the County.
- Develops and implements information and education programs for State Runoff management and Performance Standards and Prohibition.
- Enables individuals and groups to understand their role in achieving and maintaining healthy lakes, rivers, and wetlands and to act accordingly.
- Develops and maintains surface and ground water based data collection projects, including the development of models and scientific reports to further the use of that data.
- Perform physical investigations of water resource areas to gather data for problem solving. Investigations may include conducting topographical surveys, soil/site evaluations, collecting water samples, determining stream discharge rates, evaluating riparian habitat, measuring ground water levels, etc.
- Responsible for all aspects of project management for assigned projects. Assists in contract/agreement development and execution, cost estimate/bidding, design, site showing, project oversight, project as-built certification, payment verification/certification of financial payments, records management, and completing project reports.
- Develops, designs and installs water conservation demonstration and research plots to present new concepts and technology to the community for evaluation.
- Collect chemical biological and physical data using appropriate field techniques.
- Serves as a resource and advisor for other agencies regarding water conservation issues.
- Provide technical data interpretation and provide data summaries to partners and stakeholders.
- Responsible for researching planning and developing a wide range of grant applications as assigned.
- Conducts on-site visits with landowners to determine current compliance status with all applicable county, state and federal requirements and provides technical assistance and guidance to bring landowners into compliance.
- Facilitates, coordinates and conducts public meeting and training sessions as necessary to support division and department programming initiatives, including any community-based programming needs identified by the department.
- Performs other duties of a comparable level/type, as required.
MINIMUM EDUCATION QUALIFICATIONS:
EDUCATION AND/OR EXPERIENCE REQUIREMENTS

- Bachelor’s degree in Water Resources, Natural Resource Management, Land Management, Soil Science, Agronomy, Biology, Geology, Hydrogeology, Fisheries, Agriculture or related field.
- Experience in resource management, water resources management, fisheries, crop consultation or related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENT

- Valid driver’s license
- Certification within one year of hire as a Certified Conservation Planner, Certified Crop Advisor or graduation from the Wisconsin Lake Leaders program.

DESIRED QUALIFICATIONS

- Lake Manager Certification

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES QUALIFICATIONS

In order to perform the duties of the position (listed above) the following knowledge, skills, and abilities are essential for the Conservation Planner – Water Resources Specialist to possess.

- Knowledge of principals of water chemistry, hydrology, aquatic habitat and quality assurance of data collection.
- Knowledge of surface and groundwater community ecology with emphasis on understanding the effects of pollutants on humans, wildlife, fish and other aquatic life.
- Knowledge and skill in implementing watershed projects and nonpoint source best management practices, agricultural management and urban runoff and watershed planning.
- Knowledge of soils, agronomy practices/concepts, nutrient management concepts/principles, and farm management practices.
- Knowledge of surface water and ground water sampling, data collection, evaluation, management and presentation.
- Knowledge of GIS and land records management concepts and technology.
- Knowledge and ability to use models.
- Knowledge of riparian best management practices, identification of aquatic plants, wetland functions and values.
- Fundamentals of engineering, surveying and planning practices as it pertains to water conservation practices and activities.
- Fundamental understanding of governmental funding sources for conservation programs and farmland preservation programs.
- Skill in operating a personal computer, software/applications utilized by the department, survey equipment, GPS equipment, vehicles and other equipment as necessary.
- Skill in civic organizing, disciplines and skills needed to achieve water quality goals.
- Skill in persuading, consulting, advising, explaining and working with landowners, representatives of other agencies and the public over conservation programs, requirements and needs.
- Skill in formulating, planning and establishing soil/water conservation plans and nutrient management plans.
- Skill in reading, understanding, interpreting and applying statues, ordinances, engineer plans, funding program requirements and administrative rules and guidelines as they pertain to soil/water conservation programs and departmental activities.
- Skill in using and applying soil surveys, soil maps, aerial photos, engineering drawings and designs in the performance of the job.
- Skill in writing grants, reports and correspondence.
- Skill in group presentation and public speaking.
- Ability to communicate complex issues in simple terms and easy to understand ways in sometimes-stressful situations.
- Ability to work independently with little supervision.
- Ability to establish and maintain effective and professional working relationships with department heads, landowners, engineers, state agencies, school districts, the public, special interest groups and Dunn County personnel.
- Ability to follow Dunn County policies and procedures.
- Ability to manage time effectively, manage multiple projects, and complete work within established deadlines.
- Ability to work the allocated hours of the position.

MINIMUM LANGUAGE SKILLS QUALIFICATIONS
In order to perform the duties of the position (listed above) the following language skills are essential for the Conservation Planner – Water Resources Specialist to possess.

- Ability to communicate effectively with other members of the staff, supervisor, and customers.
- Ability to communicate clearly and concisely in both written and verbal form.
- English skills (oral, written and comprehension) sufficient to effectively communicate with all internal and external customers.

MINIMUM REASONING ABILITY QUALIFICATIONS
In order to perform the duties of the position (listed above) the following reasoning abilities are essential for the Conservation Planner – Water Resources Specialist to possess.

- Ability to understand and effectively carry out verbal and written instructions.
- Must have ability to work accurately with attention to detail.
- Ability to prepare and maintain accurate and concise records and reports.

MINIMUM MATHEMATICAL ABILITY QUALIFICATIONS
In order to perform the duties of the position (listed above) the following mathematical skills are essential for the Conservation Planner – Water Resources Specialist to possess.

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Ability to compute rates, ratios and percentages.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.

In evaluating candidates for this position, Dunn County may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

PHYSICAL AND WORK ENVIRONMENT:
The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor or Human Resources.

PHYSICAL REQUIREMENTS
- This work requires occasional exertion of up to 75 pounds of force, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to lift, carry, push and pull.
- Work frequently requires sitting; occasionally requires standing; occasionally requires walking, stooping, kneeling, crouching or crawling and frequently requires reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

WORK ENVIRONMENT
- Work is required to be periodically outdoors with some exposure to weather conditions.
- Duties involve working around and walking near eroding stream banks, steep slopes, fast water, active gullies and uneven terrain.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement or affect the at-will nature of the employment arrangement between the employee and company, and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

____________________________________________  ___________________
Employee Signature                          Date

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Employee Printed Name