

Position Title: LTE: Watershed Planner      FLSA Status: Non-exempt

Reports to: County Conservationist      Pay Grade: 11

Department: Land & Water Conservation (LWCD)



## I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This Limited Term Employment position provides support to the operations of the Vernon County Land & Water Conservation Department. The employee often works alone and makes independent decisions in matters of watershed planning, analysis, modeling, and working with landowners and contractors. Work is performed in accordance with Federal and State laws, grant administrative rules and regulations, established policies and procedures and standard operating procedures with considerable need for a high degree of accuracy. This position requires a high degree of flexibility and coordination with associated efforts within the Land & Water Conservation Department. This position will also have oversight and reporting requirements with the non-profit organization Valley Stewardship Network (VSN). Approximately one third of this position will be coordinating landowners and facilitating planning and implementation in designated watersheds. Average will be 2 days per week with VSN and 3 days per week with LWCD

Position requires frequent travel within Vernon County, and occasional travel outside of the County.

This is a Limited Term Employment position and length of employment will be based on availability of grant funding. The position will last a minimum of two years, with an estimated end date of 2022. Continued funding will be sought to extend the position in order to meet the needs of Vernon County.

## II. Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Travel to various sites to inspect the flood damage throughout the county.
- Coordinate Watershed Management Cost Benefit Analysis studies.

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Vernon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Develop FEMA template for improved community tracking and mapping of flood damage.
- Complement and Coordinate the Watershed Modelling efforts with Federal, State, Local, Landowner-based groups, and non-profit partners.
- Become proficient with multiple erosion prediction and watershed modeling and analysis software.
- Develop working relationships with contractors, Town officials, and other professional services.
- Data processing, data evaluation, and data entry for landowner records, flood damage information, and data needed for watershed modeling and conservation practices.
- Review, compile, and map flood damage areas and information through Emergency Management and Local Municipalities
- Field data collection and verification of locations with GPS, maps, etc.
- Assists with special projects and construction oversight as needed within the LWCD.
- Complete and obtain required documents to ensure contractors are paid timely and enter payment information into a tracking spreadsheet.
- Interact with the public to present and provide program information.
- Assist with income qualifying households for the program utilizing Part 5 Income Determination.
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide seamless customer service.
- Work directly with landowners and stakeholders in designated watersheds.
- Outreach and field day planning
- Participate in the development and implementation of goals, work plans, performance measures and continuous improvement of service delivery.
- Work respectfully and courteously with other employees, residents and general public. Follow direction and work well under pressure.
- Other duties as assigned.

### III. Related Job Functions

- Ability to establish and maintain effective working relationships with supervisors, staff and general public.
- Responsible for working safely and following safety practices and standards; responsible for reporting and correcting any existing or potential safety or accident hazards.
- In emergencies or natural disasters, may be assigned to assist the Department(s) in fulfilling the requirements including but not limited to answering multi-line telephone, assisting in shelter activity, and operating other office equipment as necessary.

- Availability to work any assigned hours; must be easily contacted by telephone.
- Establishes and maintains effective working relationship with co-workers and others.
- Must possess good oral and written communication skills.

#### IV. Physical Demands

Approximately 50% of the time is spent at a desk where hearing, vision, and typing skills are necessary to operate office equipment such as computers, calculators, copy machines, scanners, printers, and other office equipment. Approximately 10% of the time is spent talking to clients, callers, and department staff. Approximately 25% of time is spent in the field performing tasks including walking over difficult terrain, operating field tools and equipment, and assisting with necessary physical tasks performed by the LWCD. Driving will be necessary at times using provided government vehicles. Approximately 10% of the time is spent standing and reaching in order to perform filing or other duties and lifting files, copy paper, and other office materials. This position involves the potential to be directly exposed to blood or other body fluids.

#### V. Education and Training Requirements

- Graduation from an accredited high school or GED is necessary. Prefer Bachelor's Degree in geography, cartography, planning, geographic information systems, computer science, natural resources, or a related field, or working toward a GIS degree/certification or any other degree in a related field at an accredited post-secondary education institution or any acceptable equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities.
- Minimum of three years of experience working with ArcGIS mapping software
- Prefer experience with watershed modeling software
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.