

Department of Natural Resources

POSITION DESCRIPTION

Working Title: Water Management Specialist

Classification: Water Regulation and Zoning Specialist - Senior

Location: TBD

Purpose of the Position:

Administer the Waterway Protection program for a geographic area. This position is responsible for protection of the public trust and public rights in navigable waters of the state. This position also administers the state's wetland protection programs mandated by the federal Clean Water Act. This position administers portions of Chapters 30, 31, 59, 61, 62, 88 and 281 Wisconsin Statutes.

This position provides full service for wetland and waterway technical assistance, mitigation and regulatory approvals for wetland & Waterway general and individual permits for residential, commercial, industrial, agricultural and mining projects.

Geographic Scope and Travel Requirements:

Routine travel within the assigned geographic area is expected along with occasional overnight travel for meetings and training.

Scope of Authority:

This position reports to their assigned regional field supervisor. Positions at this level develop and work on major work projects with little or no specific direction or review; assume an independent role in working with consultants, other governmental agencies, and/or department staff; and make decisions independently on complex assignments.

Time % Goals and Worker Activities

65% **A. Implement the Waterway & Wetland Permit program.**

- A1. Advise the public on the need for waterway or wetland regulatory permits.
- A2. Conduct field investigations for project proposals to determine jurisdiction and permit applicability, where appropriate. Advise applicants concerning the best ways to make their proposals comply with the Public Trust Doctrine.
- A3. Receive and process applications for Chapter 30 and 31 permits.
- A4. Negotiate consensus with other Department staff in order to develop a unified Department position.
- A5. Prepare environmental analysis documents when required under NR 150 of Wisconsin Administrative Code.
- A6. Issue or deny permits or approvals for Chapter 30 and 31 applications.
- A7. Grant or deny water quality certifications under NR 103 and NR 299, Wisconsin Administrative Code.
- A8. Provide expert testimony at contested case hearings and court hearings.

- 10% **B. Conduct compliance monitoring and enforcement of waterway and wetland laws.**
- B1. Identify and respond to waterway and wetland violations and provide field assistance as appropriate.
 - B2. Recommend restoration and abatement of ongoing violations.
 - B3. Provide technical guidance to local District Attorneys, Department attorneys and attorneys from the Attorney General's office.
 - B4. Conduct routine and annual compliance monitoring of permitted activities.
 - B5. Implement the Department's stepped enforcement process.
- 15% **C. Provide assistance to the public, other government agencies and Department programs.**
- C1. Provide technical assistance and cooperation with local units of government, county land conservation departments, UW Fish and Wildlife Service, Natural Resources Conservation Service and other state agencies to further common goals.
 - C2. Assist staff engineers during safety inspections.
 - C3. Provide background information and consultation to area Shoreland Specialist on request.
- 10% **D. Organizational Responsiveness**
- D1. Review and keep abreast of changes in knowledge and practices of position-related activities in responsibilities.
 - D2. Participate in job-related training and organizational meetings as assigned by supervisor.
 - D3. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
 - D4. Perform other position-related duties as assigned.
 - D5. Follow all general and position-related safety requirements.

Knowledge, Skills and Abilities

1. Knowledge of biological and ecological principles as they relate to surface waters, wetlands, water quality, hydrology, stormwater, fish and wildlife management, and forestry.
2. Skill in the use of personal computers including word processing, email, basic graphic and statistical work.
3. Ability to interpret of engineering plans.
4. Skill in the use GPS and computerized mapping programs.
5. Skill in oral and written communication including public speaking and writing of technical reports.
6. Ability to analyze, interpret and apply waterway and wetland laws including zoning and land use regulation.
7. Knowledge of Wisconsin judicial system and court procedures.
8. Skill in wetland and upland plant identification on and wetland delineation procedures. Ability to determine navigability, ordinary high water marks and public interest stages of waterways
9. Knowledge of functional values of wetlands.

10. Knowledge of best management practices for construction projects
11. Ability to interpret and apply statute, administrative code and program guidance requirements for regulated activities in waterways and wetlands.
12. Knowledge of Environmental enforcement principles and procedures.
13. Skill in the use of survey equipment.
14. Knowledge of Wisconsin Environmental Policy Act

Physical Requirements and Environmental Factors

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 75% of the time during the course of the year.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) .about 25% of the time during the course of the year.

Physically, the position requires bending at the waist, kneeling, crouching, climbing, balancing, lifting, carrying, reaching, handling, sitting, standing, talking, hearing, seeing (clarity of vision at 20 feet or more, clarity of vision at 20 inches or less), walking on foot.

Environmental Factors: depending on the time of year, activities occur inside and outside work, the employee will be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more), extreme heat (temperatures above 100degrees for periods of more than one hour). There may be situations involving sufficient noise to cause the employee to shout in order to be heard. There may be exposure to hazards such as submersion in water, proximity to mechanical parts, airborne pathogens, electrical current, etc. and/or exposure to conditions that affect the respiratory system or the skin, such as fumes or odors that could result in bodily injury if not properly handled.

Equipment Used:

Car/truck; motor boat, canoe/kayak, GPS (Geographic Positioning System) units; range finder, soil probes, Munsell soil color charts, computer, stream measuring equipment, dissolved oxygen meter, surveying equipment, cameras, binoculars, hand compass, thermometer, two pound mallet; machete/hand axe, field notebooks, stereoscope, calculator, drafting kit, planimeter, microfiche reader, tape recorder, personal flotation device, hard hat, rain gear, waders, boots, steel toed boots, snowshoes, briefcase, backpack, telephone, waterway and wetland guidebooks, statutes, plant and animal field identification guides.

Telework Evaluation: Limited telework may be available.