

**DEPARTMENT OF NATURAL RESOURCES**  
**POSITION DESCRIPTION**

**Working Title:** Agricultural Runoff Management Specialist  
**Classification Title:** Wastewater Specialist - Entry  
**Work Location:** Bureau of Watershed Management – Fitchburg, Dodgeville

**Purpose of the Position:**

This position's primary responsibility is to administer the Animal Waste Program, as delineated in Wisconsin Administrative Codes NR 120, 151, 153, 154, and 243, within an assigned geographic area. This position will work under close supervision of program supervisor and Agricultural Runoff program staff. Duties include administering the WPDES permit process by receiving and reviewing completed applications, drafting and issuing permits, developing Environmental Assessments, conducting compliance inspections and providing educational information to large farming operations, as well as other customers. This position will also investigate the potential violations of the four prohibitions concerning the discharge of pollutants to groundwater and surface waters of the state from animal management operations with less than 1,000 animal units. This position will submit work products to their supervisor, statewide coordinators and/or assigned mentor until program competency is exhibited.

**Scope of Authority**

This position is supervised by the Runoff Management Supervisor, Fitchburg, in the Bureau of Watershed Management. This position is non-supervisory.

**Location, Geographic Scope, and Travel Requirements of Position:** This position will be located in the Fitchburg or Dodgeville Service Centers and will have responsibilities primarily within the South Central Region and adjacent Counties and will provide statewide implementation support at times. This position will require travel throughout the assigned geographic area for field inspections, will require some occasional statewide travel and overnight stays for meetings, trainings or other field work, as needed, and may require minimal out-of-state travel. Telework may be available upon completion of probationary period.

**Position Summary:** This position is responsible for the administration and implementation of the agricultural and rural non-point management programs, as delineated in Wisconsin Administrative Codes NR 120, 151, 153, 154, and 243. The position is responsible for evaluating permit applications, issuing WPDES permits to Concentrated Animal Feeding Operations (CAFOs) and selected small scale farming operations with expired NODs, determining compliance at all operations and initiating enforcement action, if warranted. Additional general responsibilities include assisting the non-point specialist (NPS) with onsite investigation of complaints concerning the discharge of pollutants to groundwater and surface waters of the state from animal feeding operations with less than 1000 animal units.

**Time %            Goals and Worker Activities**

80%    A.    Administer the Wisconsin Pollutant Discharge Elimination System (WPDES) permit program for animal waste facilities, including implementation and coordination of NR 151 and related Total Maximum Daily Loads requirements, in the assigned geographic area.

- A.1 Review and draft WPDES permits for large and small-scale animal feeding operations regulated by NR 243.
- A.2 Review and comment on permit submittals, compliance schedules, and related application materials submitted to the Department of Natural Resources to satisfy the requirements of a WPDES permit.
- A.3 Perform site inspections to determine the suitability of disposal practices and compliance with WPDES permit conditions and requirements.
- A.4 Review available information, including annual nutrient management plans and reports, to determine compliance, and where appropriate, initiate proper enforcement action.
- A.5 Initiate the appropriate administrative enforcement action including the issuance of a Notice of Noncompliance (NON), Notice of Violation (NOV), or permit modification.
- A.6 Respond to citizen complaints concerning surface and groundwater pollution from permitted animal waste operations.

10% B. Investigate complaints including runoff events and fish kills related to the discharge of pollutants from permitted animal feeding operations (or livestock operations) into surface water and ground waters of the state.

- B.1 Conduct an onsite inspection of the animal feeding operation to determine the impact of the operation on the surface and ground waters of the state.
- B.2 Collaborate with the County Land Conservation Department (LCD) or the Department of Agriculture, Trade and Consumer Protection (DATCP) for the Best Management Practices (BMPs) needed to resolve the identified water quality problems at the site and confer with the Watershed Supervisor and other regional staff on unusual cases.
- B.3 Prepare and send inspection follow-up letters or assist NPS with Notice of Discharge (NOD) to the owners of the animal feeding operation summarizing the results of the investigation. If necessary, this document should outline the follow-up actions needed to resolve the water quality management problems identified.
- B.4 Review and comment on materials submitted to satisfy requirements of NODs.
- B.5 Track status of the projects and initiate the appropriate follow-up action needed to maintain progress toward the timely completion of the required corrective measures.
- B.6 Evaluate the expired NODs in the Region with the NPS specialist to determine the action needed to resolve the issues.

- B.7 If necessary, initiate the secondary enforcement action and attend enforcement conferences with the operations with expired NODs who have not complied with the requirements and initiate WPDES permit issuance process as appropriate.
- 5% C. Coordinate the agricultural runoff management program activities in the region with Department programs and other regulatory and technical support agencies.
- C.1 Attend staff meetings of other programs concerned with agricultural runoff management to explain the program and answer questions.
  - C.2 Provide technical and logistical support to the conservation wardens during their investigation of emergencies involving agricultural runoff management problems.
  - C.3 Communicate with DATCP and the technical support agencies at state and county level to promote the goals of the agricultural runoff management program.
  - C.4 Maintain the Department and regional data management system for tracking the status of accomplishments in the agricultural runoff management program.
  - C.5 Coordinate NR 243 investigations and NR 151 implementation with the nonpoint source specialist's (NPS) program activities in assigned geographic area.
- 5% D. **Responsiveness.**
- D1. Review and keep abreast of changes in knowledge and practices of position-related activities and 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. Ability to interpret and apply administrative rules, regulations (e.g., NR 120, 151, 153, 154, 155, and 243), and guidance.
2. Knowledge of soil science and water management principles and processes.
3. Knowledge of agricultural and other nonpoint source Best Management Practices and techniques.
4. Knowledge of effective cross-program integration, including integration between stormwater, fisheries, waterways & wetlands, law enforcement and other resource management programs.
5. Skill in effective communication with external partners, stakeholders and internal customers.
6. Knowledge of stepped enforcement process and compliance.
7. Knowledge of spill response procedure and techniques.
8. Skill in use of personal computers, databases and software, including Geographical Information Systems

9. Skill in collecting, reviewing, interpreting, assessing, and evaluating reports or water quality data, permit applications, compliance documents, and related facts and information.
10. Ability to work on projects independently and contribute to consistent program implementation.

**Physical Requirements and Environmental Factors:**

**Strength requirements:** Regular physical work for conducting site inspections and compliance determination, including walking in various terrain, carrying field equipment, and digging soil pits. Occasional sedentary office work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently). Infrequent lifting up to 50 pounds while conducting field work.

**Physically:** This position will spend approximately 75% of time indoors in an office setting. Regular activities include talking, hearing, seeing, handling paper, sitting, and walking. The position will also occasionally spend time standing, carrying, lifting, reaching, climbing, bending at the waist, kneeling, and crouching.

**Environmental Factors:** This position will occasionally spend more than one hour outdoors in varying weather conditions. This position may require field work, including carry equipment from storage to a vehicle, carrying equipment from a vehicle to sample sites, wading in a stream or river, working in a boat, or collecting samples through the ice. 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 unstable surfaces (i.e., rocks, silt, mud) in stream or lake beds, shorelines, and other access points to sample sites.

**Equipment Used:** Office equipment including telephone, computer hardware and software. Field equipment for site reviews, including digital camera, GPS unit, soil boring instruments and shovels, water quality monitoring or sampling devices, and motorized vehicles.

**Telework Evaluation:** Occasional telework may be available for this position.