

Department of Natural Resources

Position Description

Classification: Water Reg and Zoning Spec-Sen

Working Title: Agricultural Wetland Mitigation Project Manager

Location: Waterways Program, External Services Division

POSITION SUMMARY:

The Agricultural Wetland Mitigation Project Manager works with the Wisconsin Wetland Conservation Trust (WWCT) team and is responsible for administering an agricultural wetland mitigation banking program to offset impacts to US Department of Agriculture (USDA) Farm Bill designated wetland areas. Program operations will include using grant funds to restore, enhance, or establish wetland habitats, generate wetland mitigation bank credits, and coordinate with federal and local partners and producers. Producers may purchase mitigation credits to offset impacts in USDA Farm Bill designated wetland areas.

The is a project position that is currently expected to end in July 2029.

LOCATION, GEOGRAPHIC SCOPE & TRAVEL REQUIREMENTS: The Agricultural Wetland Mitigation Project Manager may be stationed at any Wisconsin office pending space availability, with travel throughout the state as needed, including some overnight stays. The position may require minimal out of state travel.

SCOPE OF AUTHORITY: This position reports to the Waterways Intake Team Supervisor and collaborates with the ILF Program Coordinator and other Waterways program coordinators. Under the direction of the Intake Team Supervisor, this position is responsible for implementing the WAMB.

Goals and Activities:

50% A. Wisconsin Agricultural Mitigation Bank (WAMB) Administration

- A1. Identify expectations and requirements of WAMB including site selection, crediting process, and grant tracking and administration.
- A2. In collaboration with the In Lieu Fee (ILF) Program Coordinator and National Resources Conservation Service (NRCS) staff, implement procedures outlined in the WAMB Program Instrument – the guiding document outlining administration of the WAMB.
- A3. Complete grant reporting and tracking such as project deliverables, match funding, reimbursement requests, and grant financial oversight.
- A4. Develop standard operating procedure documents to ensure program consistency.

15% B. WAMB Site Implementation

- B1. Work with conservation partners and landowners to identify potential WAMB mitigation sites.
- B2. Oversee and carry out contracting and reimbursement of contractors implementing WAMB mitigation sites.
- B3. Work with state and national NRCS staff to complete and receive approval of site construction and maintenance and monitoring plans.
- B4. Develop, review, and complete conservation easements for mitigation sites.

10% C. WAMB Outreach and Communications

- C1. Create and distribute WAMB outreach and marketing materials to state and county NRCS staff, producers, and other agricultural stakeholders.
- C2. Meet and present to agricultural stakeholders about the WAMB.
- C3. Serve as WAMB technical expert responding to inquiries from stakeholders about the WAMB.

20% D. Other Wetland Program Duties as Assigned

- D1. Provide project support to Wisconsin Wetland Conservation Trust Coordinator.
- D2. Provide project support to Wisconsin Wetland Mitigation Bank Coordinator.
- D3. Provide project support to Wisconsin Delineation Coordinator.

5% E. Organizational Responsiveness (standard to all DNR PD's)

- E1. Review and keep abreast of changes in knowledge and practices of position-related activities and responsibilities.
- E2. Participate in job-related training and organizational meetings, as assigned by supervisor.
- E3. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- E4. Follow all general and position-related safety requirements.

Knowledge, Skills and Abilities:

- 1. Experience in creation, implementation, or oversight of environmental or conservation programs
- 2. Knowledge of Clean Water Act regulatory programs
- 3. Knowledge of Farm Bill or Food Security Act programs
- 4. Knowledge of wetland ecology, hydrology, or soil sciences
- 5. Ability to manage large complex projects involving multiple partners and tasks over multiple years
- 6. Effective oral and written communication skills such as document review and editing
- 7. Strong organizational and project management skills
- 8. Good collaborative and interpersonal skills; ability to work well in a team

Physical Requirements and Environmental Factors:

Physical Requirements:

Strength Requirements - This position does office work 75% of the time and does not have rigorous physical requirements. This work includes:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% 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 10% 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:

This is a part office and part field position with some outside work activity. As such, contact with and/or exposure to adverse weather conditions (extreme cold or heat), adverse field conditions (underbrush, emersion in water, etc.), medium or heavy equipment, and moderate or extreme hazards will occur.

Telework Evaluation:

This position is eligible for telework and will be subject to current department policy.