

## DEPARTMENT OF NATURAL RESOURCES

### POSITION DESCRIPTION

**Working Title:** Nonpoint Source Coordinator

**Classification Title:** Water Resources Management Specialist – Senior

**Work Location:** Bureau of Watershed Management – WCR/Wausau

### POSITION SUMMARY:

This position is responsible for coordinating, managing, and implementing all Nonpoint Source (NPS) Pollution abatement regulations and grant activities in the assigned geographical area, including implementation of NR 151 performance standards/prohibitions and coordination of financial grant activities pertaining to nonpoint source management (e.g., Targeted Runoff Management, Urban Nonpoint Source, and Notice of Discharge grants). This position will play a vital role in ensuring water quality projects are implemented in areas with an approved watershed improvement plan that meet the nine minimum elements. This position will support the administration and facilitation of Adaptive Management and Pollutant Trading arrangements/programs implemented in the assigned geographical area. This position will support the implementation and administration of other applicable portions of the Clean Water Act, state Statutes, and Wisconsin Administrative Code, including Chapters NR 120, 151, 153, 154, 155, and 243. The position will be responsible for oversight of any remaining Priority Watershed Projects and easements and may assist in the development and review of Total Maximum Daily Load (TMDL) implementation plans, Adaptive Management Plans, other water quality based plans, and local water quality trading frameworks.

### Scope of Authority:

This position is supervised by the Watershed Management Field Supervisor, Wausau, 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 Wausau office and have responsibilities within the North Central part of the state with duties within historic West Central Region and Northern Region Counties. This position will require travel throughout the assigned geographic area for field inspections, some statewide travel and overnight stays, and may require minimal out of state travel.

### Time %      Goals and Worker Activities

**30%      A. Coordinate, manage, and implement TRM, UNPS, and NOD grant projects under Chapters NR 153, 155 and 243, Wisconsin Administrative Code.**

- A1.      Encourage rural and urban governmental units to participate in the TRM, NOD, and UNPS grants to provide cost sharing opportunities that meet water quality needs.
- A2.      Educate all prospective TRM, NOD, and UNPS grant applicants, through personal contacts and workshops or other effective means, about competitive process used and scoring strategies needed for successful grant writing to provide applicants with a realistic expectation of the required efforts.
- A3.      Conduct field visits for potential project sites and assist with determining practicality and cost-effectiveness of BMPs and alternatives. Highlight and generally discuss possible Department required permits applicable to grant projects.
- A4.      Review and score assigned TRM and UNPS grant application questions.

- A5. Review and approve TRM and UNPS grant professional services contracts, construction contracts, Cost-Share Agreements, substitution and extension requests, and quarterly/final reporting documentation to ensure compliance with applicable codes and regulations.
- A6. Conduct field compliance checks during construction and post-construction of BMPs installed under awarded grants.
- A7. Participate in appropriate statewide teams and policy development.
- A8. Administer and manage any remaining Priority Watershed projects under Chapter NR 120, Wis. Admin. Code, including conducting inspections of any Department-owned NPS easements associated with the Priority Watershed Program.

**40% B. Coordinate, administer, and direct implementation of the Chapter NR 151, Wisconsin Administrative Code, agricultural and urban performance standards and prohibitions.**

- B1. Respond to nonpoint source complaints, runoff events, and spills associated with agricultural performance standards and prohibitions in partnership with county land conservation staff.
- B2. Document site inspections and field work and elevate concerns through appropriate enforcement, including Notices of Discharge, as needed.
- B3. Provide technical assistance to landowners and county staff regarding appropriate best management practices to address agricultural standards and prohibitions.
- B4. Conduct meetings and workshops with county land conservation departments and other technical agencies to evaluate implementation of agricultural and urban performance standards and prohibitions.
- B5. Develop outreach materials and conduct presentation to public organizations on Nonpoint source pollution and agricultural/urban performance standards and prohibitions.
- B6. Assist county conservation departments in their development of land and water resource management plans.
- B7. Participate in appropriate statewide teams and policy development.

**25% C. Assist with and provide technical assistance during the development of approaches and tools to control and manage nonpoint source pollution.**

- C1. Serve as and/or support the DNR NPS regional representative and NPS sector leader. Assist the TMDL development coordinator, TMDL implementation coordinator, and other stakeholders in the development of TMDLs and TMDL implementation plans.
- C2. Assist DNR wastewater staff and Adaptive Management coordinators in the review of Adaptive Management plans, as assigned.

- C3. Assist wastewater staff and the Water Quality Trading coordinators in the review of local water quality trading framework, as assigned.
- C4. Assist stakeholders in the development of watershed-based plans to ensure that they meet section 319 eligibility requirements.
- C5. Assist in the development and implementation of other innovative approaches to control nonpoint source pollution.

**5% D. Organizational 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 purposed 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 effectively apply relevant rules and regulations, such as NR 120, 151, 153, 154, 155 and 243.
2. Knowledge of soil science and water management principles and processes.
3. Knowledge of agricultural, urban and other nonpoint source Best Management Practices and techniques.
4. Ability to interpret and apply principles and practices of surface water quality monitoring and data interpretation to assess biological, chemical, and physical features of lakes, rivers, and streams.
5. Knowledge of socio/economic and environmental facets of water quality planning and management activities.
6. Knowledge of and/or skills in common techniques, technologies and tools for the field and office setting, such as data entry, management and retrieval.
7. Skills in the use of personal computers with an emphasis on the Microsoft Office Suite (i.e., MS Word, Excel, Project, PowerPoint.)
8. Knowledge of and/or skills in the use of Arc Info, ArcView and other Geographic Information Systems technology, and water quality and/or nutrient modeling.
9. Skill in collecting, reviewing, interpreting, assessing, and evaluating reports or water quality data, permit applications, compliance documents, and related facts and information.
10. Skill in using evaluation and assessment techniques to identify problems or issues, and to determine appropriate solutions.
11. Knowledge of effective cross-program integration, including integration between stormwater, fisheries, waterways & wetlands, law enforcement and other resource management programs.
12. Skill in effective communication with external partners, stakeholders and internal customers.
13. Familiarity with stepped enforcement process and compliance.
14. Knowledge of spill response procedures and techniques.
15. Skill in maintaining and managing projects with minimal supervision.

**Physical Requirements and Environmental Factors:**

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

**Physical Requirements:** This position will spend approximately 50% of time indoors in an office setting.

**Environmental Factors:** This position will regularly spend more than one hour outdoors in varying weather conditions.

**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.

**Telework Evaluation:** Telework may be available for this position upon successful completion of the probationary period.