

WISCONSIN DEPARTMENT OF NATURAL RESOURCES

**POSITION DESCRIPTION
LAKE SUPERIOR PROJECT MANAGER
WATER RESOURCES SPECIALIST – SENIOR**

Position Summary:

This position will serve as a Lake Superior Project Manager with the Office of Great Waters (OGW) responsible for management of projects to support achieving Lake Superior Lakewide Action and Management Plan objectives, local conservation priorities and delisting of the St. Louis River Area of Concern (AOC). This position will collaborate with OGW staff and local partners to implement restoration and remediation projects, oversee grant funded projects, and provide project management. This position will also provide technical assistance to partners, participate in project development, and work with other OGW project managers when coordinating and implementing Great Lakes restoration projects.

Projects managed will have a variety of scopes and scales, focusing on aquatic and ecological resource restoration, protection, and resilience. Responsibilities include project development; preparing grant proposals; grant reporting; contracting and procurement; budget development and management; maintaining project schedules and timelines; regulatory compliance; convening and facilitating project meetings; reviewing reports, plans, and specifications; implementation oversight; coordination with sub-awardees, grantees, and partners; and overall project management.

Location, Position’s Geographic Scope, and Travel Requirements:

The position is in the Department of Natural Resources’ Superior or Ashland offices. The incumbent may be required to travel throughout the state to assist with projects and may also travel out-of-state periodically in the Midwest. Occasional overnight travel is required including attending Great Lakes Regional meetings.

Scope of Authority:

This position reports to the Office of Great Waters Lake Superior Unit Manager. The position works closely with OGW’s Lake Superior Team and Central Office and other WDNR program resources managers and partners across the basin.

TIME % GOALS AND WORKER ACTIVITIES

85% A. Develop and Manage Projects

- A1. Develop and manage projects in the Lake Superior basin and the St. Louis River AOC. This includes work with local project partners, OGW staff, resources managers in other DNR programs (e.g., Water Quality, Fisheries, Watershed, Wildlife, Waterways & Wetlands, Natural Heritage Conservation), federal, state, and local governments (e.g., US Environmental Protection Agency, US Army Corps of Engineers, US Fish and Wildlife Service, Counties) and Tribes. Funding for projects managed may be from state or federal sources, including the Great Lakes Restoration Initiative.

- A2. Prepare project proposals to secure funding for projects that include detailed project scopes, budgets, and schedules. Forecast resources needed to reach and achieve objectives. Manage or oversee grant funding received to ensure compliance with funding conditions, and applicable state and federal procedures to protect the investment of public funds. Prepare and submit grant reporting.
- A3. Manage implementation of projects, sometimes working in partnership with local project sponsors or other agencies. Manage project resources in an effective and efficient manner. Manage contracts with contractors and grant subawards with project sponsors. Coordinate and assure timely preparation and approval of quality assurance plans, permitting, and regulatory due diligence. Monitor project progress, including construction or field oversight. Make project adjustments as needed, conferring with OGW management and project sponsors as appropriate. Ensure timely, on-budget completion deliverables and complete required reporting.
- A4. Communicate with various partners and associated teams about project strategy, feedback, adjustments, and progress. Provide project updates on a consistent basis. Participate on applicable regional partnerships workgroups as requested, including outreach and educational initiatives, as needed.
- A5. Support supervisors and the Office of Great Waters Director in the coordination, tracking, implementation, and evaluation of projects. Contribute to grant reporting and plan updates.
- A6. Assist OGW staff in developing project implementation strategies with other DNR programs, State Agencies, Great Lakes States, Federal Agencies, Tribes, and other partners.

10%

B. Project Communication, Outreach, Engagement and Other Duties.

- B1. Develop and implement community outreach and engagement plans to seek input on community priorities, needs and concerns to inform project selection, scoping, design, and construction. Outreach and engagement efforts will strive to reach historically underserved communities.
- B3. Conduct public outreach and communication, including developing materials to provide education and information on projects. This may include giving project tours, presenting at conferences or meetings to share project updates and status and highlight project accomplishments.
- B4. Support, develop and maintain positive relationships with key Lake Superior basin DNR resource managers, partners, Tribes, and stakeholders.
- B5. Participate in Lake Superior restoration, protection and resilience initiatives and partnerships assigned. Closely coordinate with Office of Great Waters Lake Superior Team and Central Office Team for grant project development,

management, and implementation. Coordinate with other DNR program resource managers to incorporate their expertise and input into specific projects integration to accomplish their program goals as well as Great Lakes goals.

B6. Carry out other work as assigned by the supervisor.

5% D. Professional Development & Organizational Responsiveness

- D1. Review and keep abreast of changes in scientific knowledge of position-related activities and in technology and management practices.
- D1. Participate in job-related training as directed by supervisor to enhance job skills and performance.
- D2. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.

Knowledge, Skills, and Abilities

- Skill in project management and/or construction oversight.
- Experience with grant and/or contract management.
- Experience managing projects with multidisciplinary teams.
- Experience developing relationships and working collaboratively with many different partners on a common goal.
- Experience in project development, budget tracking, quality assurance, managing project schedules, and meeting deadlines.
- Skill in technical and grant writing.
- Ability to forecast resources needed to reach objectives and manage resources in an effective and efficient manner.
- Skill in problem solving and adaptive management.
- Knowledge of water resources management, environmental engineering, water resources engineering, aquatic biology, fish and wildlife ecology, or other relevant restoration field. Skill in communication, public speaking, and meeting coordination.
- Knowledge of Department of Natural Resources policies, procedures, required permits and management systems preferred.
- Knowledge of inter-governmental and inter-agency relations and functions preferred.

Physical Requirements and Environmental Factors

The position has no physical requirements; however, there will be times when the incumbent participates in field activities related to project management. This will involve driving automobiles or trucks, walking to remote sites, using handheld instruments, lifting, and carrying equipment, wading in streams, lakes and wetlands, conducting physical activities on site such as vegetation management or planting. The position is required to do some travel statewide and occasional travel across state lines; therefore, the incumbent must have the ability to travel to locations throughout the state and across the United States, especially in the Midwest. Accommodations can be made for these activities through the incumbent's supervisor if the incumbent has physical limitations.