

Wisconsin DNR, Office of Great Waters – Great Lakes & Mississippi River

Working Title: Lake Michigan Unit Manager

Classification Title: Natural Resources Basin Supervisor

Work Location: Milwaukee Service Center/Main Office

Purpose of the Position:

Under general direction and supervision of the Director of the Office of Great Waters, supervise all aspects of the Lake Michigan Basin as a member of the Office of Great Waters. As a basin supervisor this position is responsible for day-to-day management of multiple program operations within the Lake Michigan Basin. This position ensures the application of accepted team management concepts. The incumbent is responsible for assuring consistent application of all Department policy for the Lake Michigan Basin program. This position manages the relationships of the Region's key external partners and customers within the Lake Michigan Basin, which are numerous and complex. Key responsibilities include ensuring that the water programs, especially the implementation of the Great Lakes Restoration Initiative (GLRI), are operating efficiently in a manner consistent with statewide policy and guidance, assuring coordination with other several other environmental media programs in the basin, providing external customers with high quality service and facilitating and coordinating water team activities within the basin. The position supervises and administers the Lake Michigan Basin program, directing long range planning initiatives, budget and operational planning and implementation, directing team operations and employee supervision for over 10 employees, and evaluating program efficiency and effectiveness. The incumbent has direct supervisory responsibility for all staff in the basin.

This position will be responsible for interpreting federal and state rules, regulations, programs, and policy in such a manner that the human health and welfare, natural resources, and the environment are adequately protected, unique regional characteristics are considered, and the Office of Great Waters program is implemented within the region consistent with other parts of the state. This position is also responsible for ensuring appropriate cross-program integration occurs so that delivery of department services is perceived as seamless by our internal and external customers. Other significant duties of the position include: developing staff work plans and objectives, monitoring performance of staff, developing and managing budgets, strategic planning, coordinating activities with other department and region programs, participation in regional citizen involvement efforts, mentor-guide-support team members to assure successful team operation and program implementation, and perform critical personnel management activities.

This individual serves as a member of the Statewide Office of Great Waters Management Team, which includes all Office of Great Waters management.

Location, Position's Geographic Scope and Travel Requirements:

This position is located in Milwaukee and is similar to the Mississippi River and Lake Superior Basin supervisors in the Office of Great Waters. This position covers the entire Lake Michigan basin under the jurisdiction of the State of Wisconsin. The incumbent is required to travel regularly throughout the Lake Michigan basin as well as travel across Wisconsin (largely Madison) and occasionally out of state to places like Chicago to represent Wisconsin regarding Lake Michigan issues.

Scope of Authority:

This position reports to the OGW Director and is stationed in the Milwaukee office. As described above, the position leads and coordinates Lake Michigan activities in close coordination with other Department program staff (e.g., water quality, wildlife, fisheries, etc.), federal, state and local partners. Through various organizations listed below, the incumbent has the ability to commit the agency to important decisions and resources; however, these decisions should be made in consultation with the OGW Director.

- This position is a key participating member of the following multi-agency, state/federal/public organizations. This list is not exhaustive.
 - GLRI State Forum
 - Waterways Restoration Partnership
 - Milwaukee Community Advisory Committee
 - The Lake Michigan Lakewide Area Management Plan Team
 - Office of Great Waters Management Team

TIME % Position, Goals, & Tasks

50% A. Direct Office of Great Waters Programs within the Lake Michigan Basin

A1. Establish, coordinate and monitor water program activities in the basin to assure that strategic plans objectives are met, policies and guidance are adhered to, and that coordination with other teams and divisions occurs. Establish management, restoration and protection goals for Lake Michigan with specific focus on Areas of Concerns. Set priorities for addressing those goals.

A2. Ensure that the program functions are implemented by the Lake Michigan basin team consistent with established guidance and requirements in state and federal laws and regulations. Consult with the Director of the Office of Great Waters when necessary on issues concerning policy interpretation. Work cooperatively to resolve conflicts and, as necessary, make policy interpretation requests and policy variance requests through the Director of the Office of Great Waters.

A3. Provide information, education and technical assistance needed by customers throughout the basin and respond in a timely, efficient and conclusive manner to customer complaints.

A4. Approve expenditures and track team budgets.

A5. Review, approve and recommend action for team resources, team training, and use of facilities, equipment and material needs.

A6. Identify data systems needed and utilize systems established for collection and manipulation of data by team members.

A7. Incorporate pollution prevention as an essential part of all activities with the basin.

A8. Establish and maintain extensive internal and external partnerships to include local governments, businesses, local interest groups, environmental organizations, individuals and other key stakeholders for the basin teams.

A9. Identify issues, problems and threats to the water resources and public health within the basin.

A10. Lead public involvement efforts for Great Lakes Restoration Initiative planning, operations and evaluation efforts.

A11. Coordinate planning activities with other Lake Michigan basin and program leaders to assure integration of efforts in the basin.

A12. Direct management and protection activities for the Lake Michigan basin, implementing the agreed upon basin plans within parameters that are consistent with Environmental Management Division guidance.

A13. Conduct continuous improvement efforts and problem-solving efforts as needed, to assure effectiveness of the integrated management efforts and consistent application of policy.

A14. Initiate integrated policy, budget and work planning proposals as needed to address basin needs.

A15. Establish functional and sub-basin project teams to carry out all programs, and to address integrated management program and policy issues.

A16. Provide timely responses to stakeholders, media, and local, state and federal officials.

A17. Ensure public health, safety, and property through comprehensive management of program activities.

20% B. Serve as a Member of the Office of Great Waters Team

B1. Work with this team to continue region Office of Great Waters management program objectives and priorities, consistent with basin objectives and priorities.

B2. Work with this team to coordinate strategic and work planning, budgeting and the allocation of resources for the regional water management program, following basin interdisciplinary team recommendations.

B3. Work with this team to evaluate and make recommendations to address regional water management program problems and issues, including address aquatic invasive species.

B4. Advise the Office of Great Waters Director on Environmental Management program administrative and policy issues.

B5. Provide briefings and recommendations on programmatic issues to team members.

B6. Assist and participate in regional Great Lakes activities as directed.

B7. Provide excellent internal and external customer service.

B8. Participate in statewide policy development and development of program guidance for policy implementation, in cooperation with statewide program management teams.

B9. Serve as Acting Director of the Office of Great Waters with full authority of the office as needed in the absence of the Director of the Office of Great Waters.

B10. Represent the Director of the Office of Great Waters at conferences and meetings with civic organizations, environmental organizations, industry groups, and with elected and administrative officials of the Region. Support the establishment of external partnerships to include local governments, federal agencies, business, environmental organizations, individuals and other stakeholders.

20% C. Administer Human Resources Management Activities

C1. Supervise, assist, coach and monitor performance of staff. Resolve conflicts.

C2. Recommend or effect appropriate disciplinary action when performance is below acceptable standards, or conduct is in conflict with policy, procedure or law.

C3. Ensure effective administration of all applicable collective bargaining contracts.

C4. Recommend training for staff, reward performance, involve staff in program development and set challenging responsibilities.

C5. Utilize established recruitment procedures and innovative tools to attract the best qualified job applicants, conduct interviews and recommend hire of the best candidates.

C6. Establish employee objectives and work plans, and monitor the work performance and expected accomplishments of personnel and teams.

C7. Conduct team and employee evaluations with emphasis on employee contributions to effective team operations.

C8. Motivate and challenge employees and team members through techniques such as special training opportunities, performance or recognition awards, program planning involvement and assignment of new or challenging responsibilities.

C9. Ensure staff receive safety training and equipment. Monitor work sites (field and office) to ensure that department safety requirements are being met.

10% D. Other Duties as Assigned by Supervisor

Knowledge, Skills, or Abilities

- Knowledge of habitat protection principles; environmental sciences and/or environmental engineering principles.
- Knowledge of Great Lakes Water Quality Agreement and Great Lakes Restoration Initiative.
- Skill in project management.
- Knowledge of DNR programs including water quality management, land use, habitat and water quality standards, TMDLs, designated uses, surface waters and water protection, monitoring, sediment quality evaluation, Lake Michigan Lakewide Management Plan and Area of Concern programs.
- Knowledge of relevant State Statutes, administrative rules, Department policies and procedures.
- Skill in critical and abstract thinking in terms of whole systems and complex interrelationships.
- Ability to communicate effectively to diverse groups of people, internal and external to the organization.
- Ability to build and effectively utilize relationships and networks to achieve goals.
- Skill in problem-solving using analytical abilities, pragmatism and other tools in a variety of situations.
- Skill in conflict management.
- Ability to effectively plan and set appropriate work priorities and manage overall workload responsibilities.

Physical requirements and Environmental Factors

Strength requirements for the position are on a continuum:

Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force) for at least 75% of the time. Less than 25% of the time requires light to medium work (exerting 25-50 pounds of force occasionally) during field visits and/or assisting with fieldwork.

Physically; the position has no physical requirements; however sitting will be over 75% of the time.

Occasionally (less than 25%) will involve bending, kneeling, reaching when assisting with fieldwork.

Environmentally. The position will spend approximately 90% of the time indoors. Outdoor work will only occur with periodic field visits and/or assisting in performing field activities.

Equipment Used in Performing in the Position

General office equipment and at times radios/electronic equipment. Computers and database systems related to work planning, budgets and information databases. The position is also required to travel frequently throughout the region and statewide, therefore, they must have the ability to travel to locations throughout the region/state.