

**WISCONSIN DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

June 15, 2026

Working Title: Lake Superior Project Manager
Classification: Water Management Specialist – Senior
Work Location: Superior or Ashland Office

Position Summary:

Under general supervision, this position will serve as a Lake Superior Project Manager with the Office of Great Waters (OGW) responsible for coordination and 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 lead coordination of project management, collaborate with OGW staff, DNR resource managers and local partners on project development and implementation, and oversee Great Lakes Restoration Initiative (GLRI) grants OGW has provided funding to other DNR programs and partners to lead. This position will also assist the Lake Superior Team with priority monitoring as needed.

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 and permits; 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 Resource's 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 across the Great Lakes Region (U.S. and Canada). Occasional overnight travel is required including attending Great Lakes Regional meetings.

Scope of Authority:

This position reports to the Lake Superior Unit Manager and is stationed in the Superior or Ashland office. The position coordinates Lake Superior Program activities as a member of the Office of Great Waters and in partnership with various DNR Programs (e.g. Water Quality, Watershed, Fisheries, Forestry, NHC, Wildlife, EA, etc.) and numerous federal, provincial, tribal, state, academic, nongovernmental organizations and regional partnerships.

TIME % GOALS AND WORKER ACTIVITIES

75% 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 and 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.
- A7. 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 underserved communities.
- A8. 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.

20%

B. Lake Superior Monitoring

- B1. Assist Lake Superior Monitoring and Sediment Coordinator and other team members with Lake Superior monitoring efforts as assigned. Monitoring efforts include water and sediment quality, biota and habitat of the Lake Superior nearshore waters, estuaries, tributaries, wetlands and restoration sites. This includes field season preparation, conducting monitoring, sample preparation and shipping, and field season wrap-up.
- B2. Serve as captain of the Lake Superior nearshore monitoring vessel and other

team boats when requested. Responsibilities include ensuring weather and lake conditions are safe to conduct monitoring, implementing safety operating procedures (SOP) for each vessel, driving and navigating the boat to the sample locations. Responsible for coordinating boat and trailer preparation, maintenance and repairs.

5%

D. Teams, Partnerships, Professional Development & Other Duties

- D1. Support, develop and maintain positive relationships with Office of Great Waters Team, Lake Superior Team and DNR resource managers, regional partners, tribes, and stakeholders working collaboratively in the Lake Superior basin. Actively participate and contribute to assigned teams.
- D2. 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.
- D3. Participate in monthly OGW staff meetings, contribute to organizational strategic planning initiatives as directed by the supervisor, and provide information for DNR reports and management briefings.
- D4. Prepare forms and reports as necessary for personnel and budget accounting purposes in a timely manner.
- D5. Review and keep abreast of changes in scientific knowledge of position-related activities and in technology and management practices.
- D6. Participate in job-related training as approved by supervisor to enhance job skills and performance.
- D7. Conduct all activities in accordance with the Office of Great Waters, Water Quality Bureau and Department safety guidance.
- D8. Management of other special assignments and duties as assigned by Lake Superior Supervisor.

Knowledge, Skills, and Abilities:

- 1. Skill in project management and construction oversight.
- 2. Experience with grant and contract management.
- 3. Experience managing projects with multidisciplinary teams.
- 4. Experience developing relationships and working collaboratively with many different partners to accomplish a common goal.
- 5. Experience in project development, budget tracking, quality assurance, managing project schedules, and meeting deadlines.
- 6. Skill in technical and grant writing.
- 7. Ability to forecast resources needed to reach objectives and manage resources in an effective and efficient manner.
- 8. Skill in problem solving and adaptive management.
- 9. Knowledge of water resources management, including the Great Lakes, environmental

engineering, water resources engineering, aquatic biology, fish and wildlife ecology, or other relevant restoration fields.

10. Skills in communication, community engagement, public speaking, and meeting coordination.
11. Experience with water resources related monitoring and applicable methods and procedures.
12. Experience driving and trailering boats on larger water bodies is preferred.
13. Knowledge of Department of Natural Resources policies, procedures, required permits and management systems preferred.
14. Knowledge of inter-governmental, inter-agency and tribal relations and functions preferred.

Physical Requirements and Environmental Factors

The position has a physical requirement of lifting up to 25 pounds; there will be times when the incumbent participates in field activities related to project management and monitoring. This will involve driving automobiles/trucks, trailering and driving boats, 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. Computer keyboarding will be common and frequent at all times of the year.

Depending on the time of year, activities occur inside and outside. The employee will be exposed to extreme cold (temperatures below 32 degrees for periods of an hour or more), extreme heat (temperatures above 100 degrees for periods of more than one hour), sun, wind, and rapidly changing weather conditions. There may be exposure to wavy or rough water conditions, winter work on ice-covered waters, and work with chemicals. The incumbent is required to follow all safety operating procedures (SOP's) to ensure work is conducted in a safe manner.

Special Requirements:

Must be able to meet and maintain DOA fleet standards for eligibility of operating a state-owned vehicle.

This position will also require employees to possess a Boating Safety Education Certificate (often referred to as "Wisconsin Boating License" or "Wisconsin Boater Education Card") as proof that you have successfully completed all state-mandated boater education requirements within the first 3 months of the job.

Remote Work: This position is suitable for remote work and will follow current department policy.