

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

WORKING TITLE: AOC Project Management Specialist

CLASSIFICATION: Water Resources Management Specialist – Senior

LOCATION: Green Bay Service Center

Purpose of the Position:

Under general supervision, this position will serve as a Great Lakes Areas of Concern (AOC) Project Management Specialist in the Office of Great Waters (OGW) program responsible for management of projects that will support delisting of Wisconsin's Great Lakes AOCs with predominate focus being on the Lower Green Bay and Fox River AOC. This position will collaborate with OGW staff and local stakeholders 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 resources. Projects are identified in the Remedial Action Plans for each AOC. Responsibilities will 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 located in the Department of Natural Resource's Green Bay office. 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 Michigan Unit Manager. The position will work closely with OGW central office and field staff throughout the state.

TIME % GOALS & ACTIVITIES

85% A. Develop and Manage AOC Projects

- A1. Development and management of projects mostly in the Lower Green Bay and Fox River AOC, but possibly in the Sheboygan and Milwaukee Estuary AOCs. This includes work with local project partners, OGW staff, staff in other DNR programs (e.g., Water Quality, Fisheries, Watershed, Wildlife, Waterways & Wetlands, Natural Heritage Conservation), and federal agencies (e.g., Environmental Protection Agency, U.S. Army Corps of Engineers, U.S. Fish and Wildlife

Service). 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 adjustments as needed, conferring with OGW management and project sponsors as appropriate. Ensure timely, on-budget completion of deliverables.
- A4. Communicate with various stakeholders and AOC teams about project strategy, feedback, adjustments, and progress. Provide project updates on a consistent basis. Participate in AOC technical workgroups as well as 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 AOC reporting and plan updates.
- A6. Assist OGW staff in developing project implementation strategies with other DNR programs, State Agencies, Great Lakes States, Federal Agencies, and others.

15% B. Great Lakes Communication, Outreach, and Other Duties.

- B1. Develop public outreach initiatives, implementation strategies, and proposals that are necessary to implement Wisconsin's Great Lakes AOC projects. Support positive relationships with our internal and external partners and stakeholders.
- B2. Participate in Great Lakes AOC restoration initiatives and maintain coordination and liaison with Office of Great Waters. Coordinate with other DNR programs to ensure integration to accomplish Department goals in the Great Lakes AOCs.
- B3. Carry out other work as assigned by the supervisor.

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 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 Great Lakes Program including the Great Lakes Restoration Initiative, the Lower Green Bay and Fox River AOC Remedial Action Plan and Lake Michigan Lakewide Management Action Plan including plans, requirements, and state program implementation activities related to the Great Lakes.
- Knowledge of Department of Natural Resources policies, procedures, and management systems preferred.
- Knowledge of inter-governmental and inter-agency relations and functions preferred.

EQUIPMENT USED IN PERFORMING IN THE POSITION

Computer, printing equipment, calculator, copy and scanner machine, cell phone, field monitoring equipment, and experience with boats.

The position may participate occasionally in water quality monitoring activities that involve the use of hand-held sampling equipment or support fisheries field activities led by the WI DNR Fisheries Program.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL FACTORS

The position has limited physical requirements besides sitting at a desk; however, there will be times when the incumbent may participate in field activities including water monitoring or fisheries support. This could involve driving automobiles and/or trucks, walking to remote sites, using handheld instruments, lifting and carrying equipment, completing field work from a boat, and/or wading in streams and lakes. 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.

TELEWORK

This position may have limited opportunity for teleworking based on the current DNR Telework Policy.