

DEPARTMENT OF NATURAL RESOURCES

POSITION DESCRIPTION

WORKING TITLE: Lower Green Bay Fox River Area of Concern Coordinator

CLASSIFICATION: Water Resources Management Specialist – Senior

LOCATION: Green Bay Service Center

PURPOSE OF THE POSITION: Under general supervision, this position serves as the Area of Concern (AOC) Program Coordinator for the DNR Office of Great Waters (OGW). The position will lead implementation of efforts and projects identified in the Remedial Action Plan (RAP) for the Lower Green Bay Fox River (LGBFR) AOC. The position will be responsible for development and maintenance of a Beneficial Use Impairment (BUI) Removal Strategy for the AOC based on the BUI removal targets. The position will update RAPs, plan BUI assessments, coordinate with AOC stakeholders, and participate in projects that address contaminant remediation, eutrophication, habitat restoration, and other designated BUIs. The position will work with AOC advisory groups; other DNR staff; federal, state, and local governments; and other partners to develop restoration projects and delist the BUIs for the assigned AOC. To lesser extent, the position will begin working, planning, and coordinating with others on a longer-term Great Lakes vision for ecological health for the LGBFR area (i.e., “life after AOC”).

GEOGRAPHIC SCOPE, TRAVEL REQUIREMENTS: This position will be located in the Green Bay Service Center. The incumbent will primarily be required to travel to locations in Northeast Wisconsin but may have periodic travel to all of the Great Lakes Basin regions and DNR central office in Madison. The position may have periodic travel to meetings in the Great Lakes region to represent Wisconsin regarding AOC and/or Great Lakes issues. Occasional overnight travel is required.

SCOPE OF AUTHORITY: This position reports to and is directed by the Lake Michigan Unit Manager. The position will work closely with other DNR staff including, the Lake Michigan Lakewide Action and Management Plan (LAMP) Coordinator; the Lake Michigan Sediment and Monitoring Coordinator; and other grant, outreach, and quality assurance staff in the OGW Program. The position will work closely with the EPA Great Lakes Task Force Leader that is assigned to the LGBFR AOC. The position will also less frequently work with the WI DNR TMDL/Impaired Waters Coordinator, Fisheries, Wildlife, Wetlands, other regional and central office staff and external partners carrying out Great Lakes work activities.

TIME GOALS & ACTIVITIES

40% A. Great Lakes AOC Program Planning and Coordination

A1. Develop and maintain BUI removal strategies that will be reflected in LGBFR RAP.

A2. Plan and implement assessments and projects identified in the RAP that address listed BUIs related to toxic pollutants, habitat, fish & wildlife species, eutrophication, aesthetics, and other listed impairments.

- A3. Evaluate data generated by assessments and/or other pertinent information from credible sources related to impairments. Utilize knowledge and understanding of water resources, ecology, biology, chemistry, geology, or related fields to evaluate data. Continually review and determine next steps for addressing listed BUIs.
- A4. Develop draft BUI removal documents and work with appropriate OGW staff and stakeholders to lead public input processes for proposed BUI removals. Assist with BUI removal and other delisting efforts in the assigned AOC, as needed.
- A5. Work with OGW staff to carry out monitoring and maintenance requirements and commitments for completed habitat and sediment remediation projects in the AOC. This includes developing strategies with local stakeholders on “life after AOC delisting” approaches.

35% B. AOC Project Implementation

- B1. Interact with stakeholders, gathering their ideas for projects and assessments, assisting in writing plans, and seeking grants to support AOC implementation projects.
- B2. Work closely with OGW staff on the development of updated BUI targets, project preproposals, monitoring and assessment plans, quality assurance plans, scopes of work, requests for bids, project procurement, and oversight of expenditures for projects funded through OGW.
- B3. Utilize knowledge of environmental management, water quality improvement, habitat, fish and wildlife improvement projects, and monitoring and assessment efforts in water, wetlands, or terrestrial ecosystems for proposed projects and implementation.
- B4. For projects funded through OGW, oversee progress made on project deliverables, attend project meetings, ensure timely project reporting, process invoices, ensure project reports are filed appropriately in DNR databases (SWIMs), and update the BUI tracking database as needed.

20% C. AOC and Great Lakes Communication & Outreach

- C1. Working with Lake Michigan Unit Manager, determine most effective approaches for involving stakeholders in AOC technical matters and decision making. This may include leading larger stakeholder meetings, AOC technical advisory groups, and adhoc meetings on specific BUI topics. It also includes group membership and/or regular attendance at other meetings that directly relate to AOC work in the area.
- C2. Maintain direct involvement with AOC citizen advisory groups to increase public understanding of AOC issues. This may include assistance and/or proposal development for AOC outreach events including AOC project tours and other AOC events.

C3. Participate in Great Lakes and AOC policy initiatives, and maintain coordination and liaison with OGW staff on these efforts. Attend and participate in AOC and OGW program meetings and conference calls aimed at improving program delivery.

C4. Work with OGW staff on updating AOC outreach tools including updating AOC webpages.

C5. Conduct AOC public outreach activities, including developing materials to provide education and information for the implementation of AOC program. This may include developing power point presentations on AOC efforts and presenting at conferences and meetings to highlight AOC accomplishments.

C6. Maintain, back-up, and organize assigned AOC data files and materials.

C7. Cooperate with other DNR programs to ensure integration to accomplish Department goals in the assigned AOCs while advancing the broader Department mission.

5% D. Administrative and other duties as assigned.

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.

D3. Perform other program-related duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of biology, aquatic biology, chemistry, water chemistry, geology or earth sciences, environmental toxicology (aquatic emphasis), water resources management, environmental engineering, or water resources engineering.
2. Knowledge of the methods used in environmental monitoring, particularly those used to collect and sample water quality and quantity, sediment contamination, and fish and wildlife populations.
3. Knowledge of the principles of quality management and quality assurance techniques related to collection, handling, and laboratory analysis of water quality, sediment contamination, and fish and wildlife populations sampling data.
4. Knowledge of habitat protection principles for water, wetland, and/or terrestrial ecosystems.
5. Knowledge of the principles of collaborative problem solving and group planning processes.

6. Skill in stakeholder facilitation and working with a diverse set of partners to reach a shared goal.
7. Skill in effective written communication.
8. Skill in computer spreadsheets, email, and word processing.
9. Knowledge of State water regulatory and planning requirements.
10. Knowledge of Great Lakes Program including the Great Lakes Restoration Initiative, the LGBFR AOC Remedial Action Plan and Lake Michigan LAMP including plans, requirements, and state program implementation activities related to the Great Lakes.
11. Knowledge of Department of Natural Resources policies, procedures, and management systems.
12. Knowledge of Federal and State organizational structures related to Great Lakes regulation.

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.