

DEPARTMENT OF NATURAL RESOURCES

Position Description

Title: Waterway Program Field Supervisor

Classification: Natural Resources Basin Supervisor

Location: Sturgeon Bay, Horicon, or other Northeast Service Centers

Purpose of the Position:

This position is responsible for the management of the Waterways Program regulatory responsibilities including Chapter 30 (waterways), Chapter 31 (dams), wetland permitting, shoreland zoning, and compliance and enforcement and floodplain program oversight. The position ensures integration of the Waterways Program's activities and policies with other programs. The position plays a key role in developing and implementing statewide policy by serving on the Waterways Leadership Team (WWLT).

As a manager and supervisor, the position leads the Waterways Program regulatory responsibilities within a dynamic work area. Other important roles include development of program staff, contribution to the success of the statewide waterway programs (thereby contribution to the overall success of the Department), and developing and supporting a range of effective internal and external partnerships. As a member of the WWLT, this position works with other field supervisors to maintain a high degree of program integration, and the management of waterways and wetlands on an integrated watershed approach. The position leads in setting statewide policy on program management issues and assures consistency and compliance with statewide policy in regional activities and operations. This position is expected to participate in regional supervisory meetings and promote cross program integration with other program supervisors and staff when needed.

Location, Position's Geographic Scope and Travel Requirements:

This is one of four positions statewide with responsibility as a Waterway Program Field Supervisor. The position is located in the Northeast Region and covers approximately 15 Counties. Travel within the assigned area will be frequent, with periodic travel to staff office locations and to Central Office in Madison.

Scope of Authority:

This position reports to the Waterway Program Director and directly supervises professional and technical Waterway staff along with limited term employees in their implementation of the Waterway Program responsibilities in the assigned geographic area.

Responsibilities and Accountabilities:

A. 50% Waterways Program Management

1. Direct waterways, wetlands, dam safety, floodplain zoning and shoreland zoning teams within the assigned area. Establish, coordinate and monitor waterways program activities in the assigned area to assure that work plan objectives are met, rules, policies and guidance are adhered to, budgets are managed appropriately, and that integration and coordination with other teams and divisions occur.
2. Ensure that the program functions and their associated policies are implemented by the team consistent with established guidance and requirements in state and federal laws and regulations.
3. Assist the Program Director, other water program supervisors and program staff with the

development of goals, objectives, and priorities for Division of External Services and Waterways Program activities. This would be based on statewide goals, objectives, and priorities established by the Division, Program, and Region.

4. Act as a programmatic consultant to staff and other DNR program supervisors in the region.
5. Provide technical expertise and training on assigned Waterways Program subjects to assure that activities are done consistently, effectively and efficiently.

B. 15% Internal and External Teams

1. Establish and maintain internal and external partnerships to include local government officials, key businesses, local interest groups, environmental organizations, individuals and other stakeholders.
2. Identify public communication issues related to the processing of Chapter, 30, 31 and wetland permits and floodplain oversight program within the assigned field area.
3. Serve as management public contact with the Program Director for controversial and political projects.
4. Participate in cross program teams as needed to support agency's mission.

C. 20% Supervision and Human Resources Administration

1. Within the assigned area of responsibility, supervise and guide Waterways Program field staff including permanent, project, and limited term employees and, as may be appropriate, volunteers and external groups.
2. Train, assist, coach and mentor staff to develop, enhance and/or improve their competencies.
3. Perform required supervisory responsibilities including hiring, training, evaluating performance, discipline and handling grievances.
4. Assure consistent staff implementation of statewide program measures.
5. Utilize recruitment procedures and tools to create a diverse applicant pool.
6. Implement and provide information on affirmative action policies, procedures, and agency goals.
7. Monitor harassment and discrimination policies to ensure a respectful and inclusive environment.
8. Support the training and development opportunities for all staff. Inspire, motivate and challenge staff.
9. Coordinate staffing for special events.

D. 15% Statewide Program Teams

1. Work to establish Waterways Program objectives and priorities, consistent with approved Division objectives and priorities.
2. Work to coordinate work planning, budgeting and the allocation of resources by following interdisciplinary team recommendations.
3. Work to evaluate and make recommendations to address program problems and issues.
4. Assist and participate in district water activities as directed by the Program Director.
5. Participate in statewide policy development and development of program guidance for policy implementation, in cooperation with statewide program management teams.
6. Provide support as needed to promote cross program integration and communication.

Knowledge, Skills, and Abilities

- Knowledge of ecology, biology, geology, chemistry, natural resources management or environmental sciences.
- Knowledge of waterway and wetland ecological, biological, physical, and chemical condition assessment using established environmental science principles.
- Knowledge of construction activities and best management practices for the protection of waterways and wetland in a regulatory system.
- Knowledge of communication and organizational techniques to manage complex and controversial projects.
- Knowledge of Department of Natural Resources programs including waterway and wetland permitting, regulatory compliance, water quality management, land use, habitat and water quality standards, designated uses, surface waters and water protection, and monitoring.
- Knowledge of applicable state and federal policies and programs including statutes, administrative codes/rules, handbooks, and policies and procedures related to Wisconsin Statutes Chapters 30 and 31, floodplain oversight program and wetland permitting.
- Knowledge of budget control principles and work planning process.
- Knowledge of public outreach and educational techniques related to waterway and wetland regulatory program and management issues.
- Knowledge of other State, Federal, Tribal, county and local health agencies and their regulatory roles to protect the water resources.
- Knowledge of applicable water division policies and programs including statutes, administrative codes, handbooks, and policies.
- Skill in big picture, critical thinking and understanding internal and external forces, events, partnerships and customer needs that are affecting or are being affected by the situation at hand.
- Skill in networking and building relationships with customers and teammates.
- Skill in effective oral, and written communication.
- Ability to effectively problem solve with sound analytical skills.
- Ability to train and mentor staff and inspire them to achieve set goals.
- Ability to manage conflict in a constructive, professional manner.

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 70% of the time.

Physically, the position has no physical requirements. Approximately 50% of the time, work will involve walking, bending, kneeling, reaching. When in the field, work will involve walking in knee high or hip boots, walking through wetlands and within stream channels, and carrying field equipment.

Environmentally, the position will spend approximately 70% of the time indoors. Outdoor work will occur with periodic field visits and/or assisting in performing field activities which may include winter, rainy, or other inclement conditions.

Equipment Used in Performing in the Position:

Computer including word processing, spreadsheet, database, and multimedia presentation software. Fax machine, telephone, photocopier, and calculator.