Position Description: Watershed Technician

POSITION SUMMARY

The Ottawa Conservation District is seeking a Watershed Technician. This position will develop and carryout programs to implement grants for addressing various water quality issues in Ottawa County. These projects include:

The Bass River and Deer Creek Project: This is a grant funded project through Michigan EGLE (Environment Great Lakes and Energy) to address sediment, nutrients, and E. coli levels in these two watersheds. The district provides outreach and education, technical assistance, and cost-share funding for agricultural management practices and failed septic systems.

The Sand Creek Restoration Project: This is a grant funded project through Michigan EGLE, operated primarily through the Ottawa County Water Resources Commission, to address erosion and hydrology concerns in the Upper Sand Creek. The district provides outreach and education, landowner coordination, and cost-share funds for agricultural management practices.

The Pigeon River Watershed Management Plan (WMP): This is an EGLE grant to write a Watershed Management Plan for the Pigeon River Watershed. This will include an inventory of watershed characteristics, resource concerns, and recommendations for practices to address water quality.

RESPONSIBILITIES AND DUTIES

- Develop steering committee and additional committees & facilitate meetings as part of the Pigeon River Project
  - Organize a steering committee of key stakeholders to oversee the watershed management planning process for the Pigeon River Watershed
  - Meet and collaborate with local stakeholders
• **Assist with the Pigeon River Watershed Inventory**
  - Develop and submit a QAPP (Quality Assurance Protection Plan) to Michigan EGLE for review and approval
  - Complete a watershed survey using the SIDMA (Social Indicators Data Management and Analysis) tool
  - Conduct a policy review in 7 townships including existing zoning codes and ordinances and offer recommendations for water quality protection
  - Work with partners to assist in water quality sampling and evaluating data
  - Compile and incorporate data into GIS to produce quality maps for the WMP

• **Information, Education and Public Participation**
  - Outline recommendations for protecting the Pigeon River, Sand Creek, Bass River and Deer Creek watersheds with information and Education recommendations
  - Organize and facilitate community-based workshops, presentations, and programs
  - Utilize Conservation District and partner newsletters and websites to disseminate information about the watersheds
  - Work directly with landowners to promote and facilitate best management practices in each watershed

• **Ottawa County Groundwater Study and Ottawa County Groundwater Management Plan**
  - Integrate findings and recommendations from the Pigeon river management plan
  - Work with Ottawa County to determine areas of potential deep-water aquifer recharge & incorporate recommendations and BMPs (Best Management Practices) that encourage recharge through water conservation, storage, etc.
  - Work with partner agencies to continue outreach and education in accordance with the Groundwater management plan

• **Assist in managing subcontracts and grant outcome**
  - Assist with the development of quarterly status reports following EGLE guidance
  - Correspond and coordinate with grant partners to complete grant deliverables

• **Seek additional funding sources and assist with grant writing**
• Other duties as needed

**WORKING CONDITIONS**

Employee will work both in the office and field. While conducting functions of this job, fieldwork will lead to possible exposure of mold, dust, dirt, inclement weather, insect vectors, and disease pathogens. Employee will be required to work independently in locations where people may or may not be present. Must have sufficient visual acuity, as well as average agility and dexterity to complete field visits in all (safe) weather conditions. Office work will take place in Grand Haven in a typical office setting. Employee must possess a valid Michigan Driver’s License.
REQUIRED KNOWLEDGE AND EXPERIENCE

Formal Education

A minimum of a bachelor’s degree in Natural Resource Management with a minor in Geographic Information Systems or related degree from an accredited college or university.

Preferred Experience and Skills

- Knowledge of local water quality issues
- Technical and practical watershed knowledge
- Experience in data collection
- Strong organizational skills with emphasis in public speaking
- Strong written and oral communication skills
- Experience with required programs (i.e. Microsoft Office Suite, Outlook, etc.)
- Working knowledge of GIS
- Ability to collaborate and develop positive working relationships as well as work independently
- Highly flexible to accommodate range of tasks and expectations

COMPENSATION

The Watershed Technician is a 32 hour a week position at $18.00/hour. This position is currently funded until January 2022, with the intention of securing further funding for continuation of employment. The employee will be based out of the Ottawa Conservation District in Grand Haven.

TO APPLY

Send cover letter, resume, and references as a single PDF to megan.boos@macd.org with “Watershed Technician” in the subject line. Application deadline: December 27th at 5:00 PM.