

JOB DESCRIPTION

JOB TITLE:	Manager of Watershed Programs
REPORTS TO:	Deputy Director of Watershed Programs
DEPARTMENT:	Watershed Programs
FLSA STATUS:	Exempt
GRADE:	S15
SAFETY SENSITIVE:	NO
WRITTEN/REVISED:	June 11, 2009 / March 3, 2017 / March 7, 2017 / July 23, 2018

JOB SUMMARY

Coordinates District regional stormwater and watershed management efforts throughout the District's service area. Partners with organizations working on regional and local efforts to improve land use and minimize flooding, erosion and water quality concerns. Provides significant direct assistance to the District's member communities. Understands the District's CSO program to ensure stormwater and watershed management issues are consistent. Develops coordination between various regional organizations and watershed groups and provides focused, technically accurate and timely assistance to local governments as they make stormwater and watershed management decisions. Evaluates and makes recommendations to senior management regarding watershed-related policy. Participates in the District's sustainability program efforts and ensures coordination with watershed-related activities. Oversees watershed related grant and funding programs. Supervises staff. Develops program and department annual budget priorities. Performs other duties of a similar nature as may be required.

ESSENTIAL FUNCTIONS

- Directs appropriate staff to provide stormwater and watershed management support to local communities. Builds staff capacity, where necessary, to assist with improvements in local land use and stormwater management codes and on-going implementation assistance as development projects occur.
- Manages community programs and interactions of the regional stormwater management program, oversees watershed team leaders, Watershed Advisory Committees, grant/funding programs and education and outreach work. Ensures coordination between the District and local communities related to stormwater master planning, inspection and maintenance, design and construction, residential fee credit and Ohio EPA NPDES Stormwater Phase II services assistance programs. Coordinates with Communications & Community Relations Department and other District personnel as appropriate on advocacy issues.
- Coordinates continued refinement of model regulations for stormwater management and land use with other local and regional organizations to ensure consistency across the service area.
- Supports local watershed organizations to provide value-added technical assistance to interested local governments, landowners and developers.

- Fosters and develops public and private, new and redevelopment projects for innovative stormwater and watershed management through technical support and funding. Disseminates key project findings to the local engineering and regulatory community.
- Builds relationships with the local engineering community. Facilitates implementation of best management practices by targeting information and technical support on innovative stormwater and watershed management practices.
- Coordinates the District's approach to Ohio EPA NPDES Stormwater Phase II support to participating communities. Provides input on proposed watershed-related legislative and regulatory issues.
- Assists in continued refinement and implementation of the District's regional stormwater management program. Develops appropriate regulatory standards to protect the regional stormwater system. Assists in the prioritization of District construction projects. Provides input for on-going operation and maintenance of stormwater practices.
- Participates and provides leadership in local, state and national-level efforts to improve stormwater and watershed management. Assists communities in building skills for watershed protection and management.
- Ensures coordination between watershed/stormwater management activities and the District's sustainability program.
- Cooperates and acts as a liaison on joint projects with other groups, organizations and departments through participation on boards. Chairs and participates on work committees.
- Mentors and develops staff. Defines objectives for the department and sets priorities for utilizing resources.
- Develops program and department budget yearly priorities and assists in tracking budget implementation throughout the year.
- Performs other duties of a similar nature as may be required.

MINIMUM JOB REQUIREMENTS

EDUCATION

Candidate must possess Bachelor's degree in Civil or Environmental Engineering, Environmental Science, Biology/Ecology or a closely related field.

EXPERIENCE

- Candidate must possess seven (7) years of experience working with local, state and federal officials and agencies on watershed management activities and successfully planning and organizing watershed projects, educating stakeholders regarding watershed programs, networking with various agencies to accomplish related watershed program outcomes and working with private landowners and members of the general public to realize positive watershed protection and restoration outcomes.
- Experience must include three (3) years supervising, managing and/or leading people, projects and/or processes.

OTHER REQUIREMENTS

LICENSURE AND CERTIFICATIONS

Candidate must possess a valid state of Ohio driver's license with a driving record in accordance with the District's acceptable guidelines.

KNOWLEDGE, SKILLS AND ABILITIES

- Candidate must possess excellent written and communication skills, including report writing. Supervisory, leadership, project management and problem-solving skills required.
- Candidate must possess the ability to coordinate complex projects, oversee and monitor projects and provide on-going input, lead and facilitate meetings, processes and change, research and compile information, make presentations and give attention to detail on a range of projects at the same time. Ability to work independently, establish work priorities and manage time effectively. Candidate must possess the ability to be self-motivated and energetic. Strong organizational skills. Knowledge of finance and budgeting procedures as they relate to large public agency.

PHYSICAL AND MENTAL REQUIREMENTS

During the course of performing the essential functions of this position, the employee must be able to compile, copy, compare, compute, analyze, synthesize, negotiate, instruct, communicate and coordinate. Ability to communicate while exhibiting strong interpersonal skills is required. Physical work will need to be performed, such as standing, sitting, walking and talking. Ability to lift up to 50 lbs. on an occasional basis. Position will require visual demands of near acuity, depth perception, far acuity and accommodation. The position is primarily an office position; however, the need to be in the field is required approximately 20% per day. For safety reasons hearing is required. While working in the field the employee may be exposed to extreme weather, atmospheric conditions, wet and/or humid conditions and hazards.

DISCLAIMER: The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies required of employees within this classification.

NEORS, an Equal Opportunity Employer

The Northeast Ohio Regional Sewer District is an Equal Opportunity Employer. We are committed to fostering a diverse and inclusive workforce, recognizing the full range of human differences and similarities. Through our unwavering efforts to leverage the potential of our diversity, we continually strive to build and foster an environment that respects each individual. We encourage and promote innovation, and provide opportunities for all employees to interact, communicate, and realize the full potential of their talents.

Our Employee Benefits & Wellness Programs

We offer a comprehensive employee benefits package including: Health Insurance Coverage, Various Retirement Planning Options (Ohio Public Employee Retirement System and Deferred Compensation Plans), Group and Voluntary Life Insurance, Flexible Spending Accounts, Employee Assistance Program, Tuition Assistance Program, Free Parking at our facilities, Corporate Discounts, and More! We also have a very active Health & Wellness Program that promotes a life/work balance.