



44 Lake St. South, Suite A, Forest Lake, MN 55025

www.clflwd.org | info@clflwd.org | 651-395-5850

Position Announcement: Technician

The Comfort Lake-Forest Lake Watershed District (CLFLWD) has an opening for a Seasonal Technician. This is a full time, seasonal, position within a small collaborative office. The primary duties of this position include conducting erosion and sediment control inspections, writing and interpreting technical reports, and assisting with the administration of the permitting program. As part of a small collaborative team, this position will also have a variety of cross-functional secondary responsibilities supporting the District's various programs including water monitoring, operations and maintenance, and aquatic invasive species management. This position will also assist with administrative tasks such as record keeping and Board meeting preparations as they relate to the permitting program. Additional in-office and/or field duties as assigned.

Based on the CLFLWD's COVID-19 Preparedness Plan, District employees are presently operating on a hybrid work schedule. Some degree of in-office work is required, however most time for this position will be spent in the field or working remotely. This setup is subject to change.

The pay range for this position is \$16 - \$19/hr based on qualifications.

Minimum Requirements: Pursuing a Bachelors degree in environmental or natural sciences. Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds. Withstand outside exposures in most temperatures and weather conditions, and possible construction noise. Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business.

Desired qualifications: Bachelors degree in environmental or natural sciences. Knowledge of watersheds, storm water management, and/or natural resources management. Knowledge of local government operations and regulations. EL1001 or ED3001 Certifications from the University of Minnesota or similar certifications. Professional or Educational experience with monitoring and sampling equipment, procedures, software and data management desired. Knowledge or experience with Microsoft Office, financial management tracking tools, GIS, and/or database management. Strong interpersonal skills, with demonstrated ability and experience working with diverse stakeholder groups. Experience writing and/or interpreting technical reports and legal documents. Able to work on some evenings and weekends.

Call 651-395-5855 or email Michael.Kinney@clflwd.org for additional information. If interested, please submit completed application and cover letter to info@clflwd.org. Position open until filled.

Board of Managers

Steve Schmaltz—President Christopher Loth—Vice President
Jackie Anderson—Treasurer Douglas Toavs—Assistant Treasurer Dave Bakke—Secretary



Comfort Lake-Forest Lake Watershed District

Position Title	Seasonal Technician
Position Objective	As a member of a small, collaborative team, this position provides technical assistance in water resource protection as it relates to implementation of the goals, policies, and programs identified in the Watershed Management Plan (WMP) of the District. The position adds value by assisting with program implementation, project maintenance, and record keeping.
Status	Non-Exempt, Fulltime
Pay Range	\$16 - \$19/hr
Accountable to	District Administrator

Key Responsibilities and Duties

Permitting

- Conduct erosion control inspections at permitted sites within the district
- Assist permitting coordinator with administration of new permits
- Assist permittees with submittals and assure a timely review process
- Conduct inspections at unpermitted work sites to determine site conditions and if CLFLWD oversight is required
- Write and interpret technical reports pertaining to site inspections, site plan updates, and site stabilization requirements
- Maintenance of shared drive and permitting database
- Fulfill additional permitting duties as assigned by the District Administrator

Operations and Maintenance

- Assist project coordinator in the maintenance of various projects throughout the district.

Monitoring

- Assist with District monitoring efforts
- Help with the calibration and maintenance of District monitoring equipment
- Assist with data preparation, organization, and entry into databases

Aquatic Invasive Species (AIS) Prevention and Management

- Assist with District's aquatic invasive species preventions program
- Help staff with performing early detection, delineation, and post treatment assessment surveys

- Complete watercraft inspector level 1 DNR training and assist with WCI program
- Support staff with AIS removals/treatments

Administration

- Assist in preparations for CLFLWD board meetings; attend and participate in meetings as assigned
 - Attend partner organization meetings as assigned; report back to CLFLWD board and staff
 - Assist with report writing, organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files
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Qualifications and Experience

Position Specific

Required

- Pursuing a Bachelor's degree in environmental or natural sciences
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds
- Maintain a valid driver's license, a good driving record and insurance approved by the District; provide a private automobile on a daily basis for use in carrying out District business
- Withstand outside exposures in most temperatures and weather conditions, and possible construction noise

Desired

- Bachelor's degree in environmental or natural sciences
- Knowledge of watersheds, storm water management, natural resource management
- Knowledge of local government operations and regulations
- EL1001 or ED3001 Certifications from the University of Minnesota or similar
- Professional or Educational experience with monitoring and sampling equipment, procedures, software and data management
- Knowledge or experience with Microsoft Office, financial management tracking tools, GIS, and/or database management
- Strong interpersonal skills, with demonstrated ability and experience working with diverse stakeholder groups
- Experience writing and/or interpreting technical reports and legal documents
- Able to work on some evenings and weekends

All CLFLWD Positions

- Collaborative and cooperative with internal and external stakeholders
- Understand importance to ensure security of district property and facilities, and confidentiality of information and records
- Competent with personal computers including Microsoft Office Suite, email and Internet applications and other common software applications
- Flexible and adaptable to do what it takes to get the job done
- Ability to plan, prioritize, multi-task and complete projects by deadline
- Service-oriented, with a respectful and friendly demeanor
- Ability to problem solve and innovate
- Demonstrate a high level of respect, integrity and confidentiality
- Strong written, oral, and interpersonal communication skills
- Strong organizational skills
- Willing to learn new technology and processes and recommend enhancements