# Comfort Lake Forest Lake Watershed District
# - Job Description -

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| **Position Title** | Temporary / Seasonal Restoration 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 Comfort Lake -Forest Lake Watershed District (District). The position adds value by assisting with program and project implementation, coordination, and recordkeeping. |
| **Status** | Temporary Fulltime |
| **Pay Range** | $19 - $22/hr |
| **Accountable to** | Project Coordinator |

## Key Responsibilities and Duties

**Non-point Source Pollution Abatement (Cost-Share Program)**

- Build and maintain strong relationships with landowners to encourage adoption of conservation and restoration practices
- Provide technical assistance in identification, development, and review of cost share and shoreline restoration projects, with support from other staff and technical experts
- Support the development and review of cost-share project site plans and applications
- Provide technical assistance, including plant identification, to residents interested in land and water management and restoration practices, with support from other staff and technical experts
- Assist with the inspection and maintenance of District-owned best management practices (BMPs) and native plantings
- Collect soil samples throughout the District and share results and recommendations with landowners

**Permit Site Inspections**

- Complete erosion and stormwater management certification course from University of Minnesota Extension
- Conduct erosion and sediment control inspections at permitted and unpermitted work sites within the District

- Write and interpret technical reports pertaining to permit site inspections, site plan updates, and site stabilization requirements
- Recommend site conditions and if CLFWD oversight is required for unpermitted work sites

» Work with permitting staff to ensure accurate filing of all permits and related documents in the Shared Drive and permitting database
» Meet with permittees and contractors on site and answer questions about site condition, project status, and permit processes
» Assist with maintenance of permitting files and related permitting database
» Fulfill additional permitting duties assigned by the Permitting Coordinator, Senior Program Manager, and/or District Administrator

**Land Management and Restoration**

» Assist with the management, maintenance, and planning for all District-owned properties. Assist with the management, maintenance, and planning for all District-owned properties
» Assist with restoration efforts on the 238-acre Bone Lake South Nature Area, including:
» Invasive species removal and management
» Native prairie and oak savanna establishment
» Property maintenance

**Monitoring**

» Assist in the implementation of the monitoring programs including:
  - Winter Lake Monitoring
  - Citizen Assisted Tributary (CAT) monitoring
  - Community Assisted (lake) Monitoring Program (CAMP)
» Assist with data preparation, organization, and database entry
» Help with the calibration and maintenance of District monitoring equipment

**Aquatic Invasive Species (AIS) Prevention and Management**

» Assist with District's aquatic invasive species prevention program (i.e. assist with survey work, AIS management in the field, and educational material preparation and distribution)
» Complete watercraft inspector level 1 DNR training and assist with watercraft inspection program, as needed

**Education and Outreach**

» Provide public outreach support by fielding questions from citizens who call or stop by the District office
» Participate in educational activities as assigned, e.g., local public events and festivals, workshops

**Administration**

» Help in preparations for CLFLWD board meetings, as needed;
» Assist with organizing of existing electronic documents and reports as well as providing support with transferring existing paper copies into electronic files

## Qualifications and Experience

**Position Specific**

*Required*

- Bachelor's or associate's degree in environmental or natural sciences, completed at least three years towards a degree in a related field, or an equivalent combination of relevant education/certifications/experience.
- Able to walk and carry equipment in rough terrain, and lift and carry approximately 50 pounds.
- Professional experience or interest in conducting landowner outreach and engagement.
- Plant identification skills.
- Background or education in soil science
- Habitat restoration, landscaping, and/or landscaping design experience or education.
- Withstand outside exposures in most temperatures and weather conditions including possible construction noise
- Experience with MS Office email and Internet applications and other common software applications
- Experience with and/or aptitude to learn monitoring and sampling equipment, procedures, software and data management desired
- 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*

- Knowledge of watersheds, stormwater management, natural resource management, local government operations and regulations
- Professional experience with two or more of the following items:
  - GIS/Remote Sensing
  - Land Management
  - Restoration Ecology
  - Landscape Architecture
  - Conservation Planning
- Strong interpersonal skills, preferably with experience handling questions from the public
- Demonstrated ability and experience working with diverse stakeholder groups
- Experience in environmental education, public speaking, outreach coordination and communications preferred
- Ability to write and interpret technical reports and documents
- Ability to operate a tractor and farm implements

**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
- Able to work on some evenings and weekends

To apply, submit a completed application form to the email info@clflwd.org. This position is open until filled.