

JOB DESCRIPTION
WATERSHED SPECIALIST
Lackawanna County Conservation District

GENERAL STATEMENT OF DUTIES: Provide technical assistance that will improve the quality of the Commonwealth's surface and groundwater resources. The focus of this work relates to watershed assessment, procurement of funding, technical assistance and the creation and implementation of work plans and strategies to restore and protect groundwater and surface water resources. The Watershed Specialist is a resource to both the public and private sectors and is under the direct supervision of the District Manager and is accountable to the Conservation District Board of Directors.

JOB DUTIES AND RESPONSIBILITIES:

- A. Primary Responsibilities may include but are not limited to:
1. Use resource inventories, land use information and available water quality assessments to identify existing and potential sources of non-point source pollution.
 2. Seek out and complete grant proposals to achieve restoration and protection of water quality.
 3. Facilitate the transfer of technical information among local, state, federal resource agencies, watershed groups and land managers.
 4. Support County watershed organizations with technical assistance, watershed planning, and educational programs.
 5. Provide technical assistance in the planning and implementation of riparian buffers and other structural and nonstructural best management practices designed to protect surface and groundwater quality.
 6. Work with municipalities and County Planning Commissions to adopt model ordinances and more flexible design criteria that promote water quality protection, floodplain management, stormwater management, etc.
 7. Develop workshops and implement demonstration projects on the interrelationship between land use decisions and non-point source pollution prevention.
 8. Report to DEP on state of water quality and water quality improvements in streams, lakes, etc. in Lackawanna County.
 9. Submit quarterly activities reports to DEP and maintain these on CDWS electronic database.

B. Education and Instruction:

1. Coordinate Envirothon events for Jr. High and High School competitions.
2. Develop presentations for school, community, professional and municipal groups.

C. Training and Certification:

1. Attend training to stay current with advancing technology related to water quality issues and best management practices.
2. Become familiar with the programs the District administers.
3. Become familiar with current land use practices, innovative planning techniques and best management practices (BMPs).
4. Attend seminars/training in those areas that will improve the employee's ability to carry out his/her duties.
5. Attend any training declared mandatory by the Conservation Districts or the Department of Environmental Protection.
6. Attend sufficient computer training to effectively use the software supplied by the Conservation District and the Department of Environmental Protection

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelors Degree in Biology, Environmental Resource Management, Geoenvironmental Studies, Hydrology, or a related field.
2. Knowledge of watershed management, local ecosystems, land use planning, etc.
3. An ability to communicate effectively both verbally and in writing to a wide range of individuals and groups.
4. Ability to traverse difficult terrain.
5. Ability to work with minimal supervision.
6. Valid driver's license is required.
7. Some irregular work hours involving evening and weekend work is required.

**DELIVERABLES FOR RESULTS-BASED FUNDING
OF WATERSHED SPECIALIST**

If position is part time (50% for example) Watershed Specialist then a percentage (50%) of the following deliverables are due each year.

EDUCATIONAL ACTIVITIES: Watershed Specialist will annually:

- Conduct at least two educational meetings that promote watershed conservation
- Have published or televised any combination of at least five newsletter or newspaper articles or television coverage promoting watershed education activities and resource conservation and protection projects
- Exhibit at least two different displays promoting watershed education or activities in a public forum

WATERSHED ACTIVITIES: The Watershed Specialist will annually assist with any combination of at least five of the following non-regulatory activities:

- Watershed Restoration Projects
- Watershed Protection Projects
- Watershed Assessment and Restoration Plans
- Watershed Maintenance Projects
- Watershed Implementation Projects
- Watershed Monitoring Activities
- Data Collection for Total Maximum Daily Load Development
- Restoration Project on Previously Developed Total Maximum Daily Loads
- Watershed Training Programs
- Demonstration Site Development
- Formation of Local Watershed Associations
- Formation of a Council of Watershed Associations
- Other (See note)

Note: Watershed activities can deal with more than just riparian corridor problems. Stormwater management, flood control, floodplain management, land use regulation, zoning, aquifer, well-head protection, habitat, acid mine drainage, ground water protection, wetland restoration, erosion and sedimentation control, and nutrient management are just some of the concerns that may be addressed in a watershed.

The Watershed Specialist will also:

- prepare written monthly reports of activities to Board of Directors
- compile and submit quarterly reports to the Department of Environmental Protection and maintain their information in the CDWS Database
- work closely with the DEP Regional Watershed Manager on all proposals and projects within the county(s) watersheds, and in mentoring watershed organizations
- attend training sessions for Watershed Specialists that are (1) in areas that will improve the employee's ability to carry out his/her duties and are approved by the District Board; or (2) declared mandatory by the District Board or the Department of Environmental Protection, Bureau of Watershed Management (for example, the annual statewide meeting).

Source - Bureau of Watershed Management, PADEP (revised 1/04)