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|  | **POSITION DESCRIPTION** |

POSITION TITLE: **Project Technician**

REPORTS TO: Project Manager

STATUS: Full time, Exempt

DATE: July 2024

**DESCRIPTION:**

Perform skilled duties providing water resource management, protection and planning as it relates to the implementation of District's Watershed Management Plan. Support the development and implementation of watershed projects. Investigate and develop projects that address water quality and flood control issues. Establish and maintain relationships with other entities (city departments, agencies, and private and non-profit sectors in the Watershed) regarding watershed management activities and work collaboratively toward mutual goals.

**DUTIES/RESPONSIBILITIES:**

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| 1. Support the Project Manager in the preparation and implementation of the Capital Improvement Program and associated District projects   1. Develop and record a working knowledge of watershed 2. Support the implementation of sub-watershed research and assessment 3. Research, understand, and promote appropriate best management practices 4. Advocate and support innovative alternative best management practices 5. Support Development of District Capital Improvement Projects including but not limited to: 6. Assist in the development of annual Capital Improvement Program work plans 7. Coordinate projects with other district staff, RCWD board of managers, municipal, conservation district, engineering and legal consultants, and other partners in development of plans 8. Identify scope of work and schedules 9. Support development of contracts, easements and cooperative funding agreements 10. Gather data, assess, and prepare ancillary information for grant applications, and project reporting and permitting 11. Observe and inspect construction activities for capital improvement projects 12. Provide technical support (i.e. project design, BMP design, water resource management) and historical RCWD perspective to District projects and programs |
| 2. Provide technical support to the District and outside entities   1. Support the District in the preparation of responses and recommendations to federal, state and local water management rules, regulations and plans 2. Provide technical support to federal, state and local technical committees |
| 3. Engage in Partner projects including but not limited to:   1. Disseminate sub-watershed information to partners 2. Capitalize on opportunities to lend experience and expertise of District staff to Partners to closely align Partner goals with District goals for common benefit 3. Identify ways to bring internal District funding and/or external grant funding to Partner projects (i.e. Stormwater Management grant program, Clean Water Fund) |
| 4. Provide grant support including, but not limited to:   1. Collaborate with District staff group on project development 2. Develop, review grant application 3. Report on grant, including fiscal and contract compliance requirements, interim and final reporting 4. Support periodic watershed management plan amendments |
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**MINIMUM QUALIFICATIONS**

1. Bachelor’s degree or equivalent in a natural resource related field.
2. Knowledge of project development and implementation at construction sites, stormwater management infrastructure, techniques, and Best Management Practices
3. Strong communications and collaborative style; ability to deal with complex matters and come to resolve

**PREFERRED QUALIFICATIONS**

1. Master’s degree focused in the fields of Hydrology, Water Resources, Water Resource Management, Environmental Management and Science, or related field related field.
2. Two years of professional experience involving project investigation and development.
3. Experience in public participation, communication, community building, group facilitation, or other closely related area

**KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of:

* Stormwater and surface water drainage and management practices
* Green infrastructure practices
* Governmental procedures and public participation practices
* Geographic Information Systems

Skill in:

* Problem-solving and problem-solving techniques (for individuals and groups)
* Creative thinking
* Perspective-taking
* Meeting management
* Diffusing hostile situations and managing conflict appropriately
* Producing timely, accurate, and effective reports and correspondence that is easily understood by the intended audience
* Effectively communicates with a diverse group of employees, associates, and the public in a cooperative, non-argumentative manner

Ability to:

* Attentive and responsive to multiple projects simultaneously
* Gather, analyze, and interpret complex information, follow complex instructions, and effectively resolve a full range of challenges associated with the work Plan
* Develop positive working relationships with internal and external customers, interest groups, and the general public
* Develop, initiate, record and monitor data and correspondence for potential projects
* influence internal and external customers, interest groups, and the general public
  + Represent the District at various stakeholder meetings, providing positional expertise
  + Carry out other duties as assigned

## SUPERVISION

Work under general supervision of Administrator. Work under day-to-day direction of the Project Manager. Plans, conduct, and may lead assignments, conferring with Project Manager on unusual matters. Follow standard procedures and written instructions to accomplish assigned tasks.

**ORGANIZATION-WIDE VALUES**

As a member of the District staff, the Project Support Technician is expected to demonstrate and support organizational values. At RCWD, we value:

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| Science-based, Fact-based decision-making | Competence | Ethics |
| Stability | Accountability | Honesty |
| Integrity | Resiliency | Transparency |

**PHYSICAL REQUIREMENTS**

Ability to sit or stand for extended periods of time while working at a computer in an office setting. Ability to safely move about an office with standard office equipment and furnishings present. Can walk and carry equipment, potentially in rough terrain. Can safely lift approximately 50 pounds as needed. Ability to work in varied weather including inhospitable conditions.

**CONDITIONS OF EMPLOYMENT**

* Reliable vehicle and ability to travel to and from locations inaccessible by public transportation for job-related duties
* Valid driver’s license
* Compliance with organization-wide policies and guidelines
* Compliance with data practices policies and standards
* Successful completion of background check
* Ability to work during RCWD office hours (currently 8:00 am – 4:30 pm, Monday through Friday), plus occasional evening and weekend hours

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.*

Rice Creek Watershed District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

The Rice Creek Watershed District will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, disability, age, marital status, sexual orientation, or status with regard to public assistance.