

**JOB DESCRIPTION**  
**WATERSHED SPECIALIST**  
**Lackawanna County Conservation District**

GENERAL STATEMENT OF DUTIES: Provide technical assistance that will improve the quality and quantity of the Commonwealth's surface and groundwater resources and the development and sustainability of watershed organizations. 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 and is accountable to the Conservation District Board of Directors where the position is located.

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. Develop programs to achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals and governing agencies.
  3. Facilitate the transfer of technical information among local, state, federal resource agencies, watershed groups and land managers.
  4. Prepare and submit grant proposals to provide funding for non-point source watershed activities (technical support positions, 319 projects, mini-grants, cost share funding, etc.) and other grant applications for funding watershed planning and implementation projects.
  5. Work closely with DEP Regional or District Mining Watershed Manager on all proposals within the county(s) watersheds to avoid duplication of efforts.
  6. Support County watershed organizations with technical assistance, watershed planning, and educational programs.
  7. 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.
  8. 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.
  9. Develop workshops and implement demonstration projects on the interrelationship between land use decisions and non-point source pollution prevention.
  10. Assist municipalities in resolving stormwater complaints and land use conflicts.

11. Work with watershed groups and various government agencies to complete Watershed Implementation Plans and assess the effectiveness of existing non-point source programs.
12. Upon request by DFEP, assist with data collection for Total Maximum Daily Load development.
13. Report at least annually to DEP on water quality improvements in streams and lakes in Lackawanna County.
14. Submit quarterly activities reports to DEP and maintain these on CDWS electronic database.

B. Education and Instruction:

1. Prepare public outreach efforts for the general public and media on NPS issues and what is being done by various groups in different watersheds to restore and protect the waters of the Commonwealth.
2. Encourage agencies and landowners to cooperate in watershed initiatives, informing them about State requirements as well as technical resources and funding opportunities that are available to them.

C. Training and Certification:

1. As communication and writing skills are of utmost importance for this position, any training to enhance these skills is encouraged.
2. Attend training to stay current with advancing technology related to water quality issues and best management practices.
3. Become familiar with the environmental laws and regulations for which the District is responsible.
4. Become familiar with current land use practices, innovative planning techniques and best management practices (BMPs).
5. Attend seminars/training in those areas that will improve the employee's ability to carry out his/her duties.
6. Attend any training declared mandatory by the Conservation Districts or the Department of Environmental Protection.
7. Attend sufficient computer training to effectively use the software supplied by the Conservation District and the Department of Environmental Protection

DISTRICT ACTIVITIES:

1. Specialist prepares written monthly report of activities to the Board of Directors.
2. Serve on District Committees as assigned
3. Prepare articles for newsletter or annual report as requested
4. Attend staff and other meetings as requested
5. Perform other duties as requested by the Board of Directors or District Manager

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelors Degree in Biology, Environmental Resource Management, Geoenvironmental Studies, Hydrology, or related field required or equivalent experience.
2. Experience doing watershed management, coordinating stream programs, 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.

Interested candidates may apply for the position no later than January 28, 2011 to:

Human Resources Analyst

200 Adams Avenue

Scranton, PA 18503

[petersens@lackawannacounty.org](mailto:petersens@lackawannacounty.org)

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