

Salt Lake City Public Utilities Position Description



Job Title: **Watershed Program Special Projects Coordinator**

Job Code Number: **001879**

Pay Level: **026** FLSA: **Exempt** EEO Code: **5**

Bargaining Unit: **600** Benchmark: **Research Analyst/Grants Program Mgr.**

JOB SUMMARY:

Under the supervision of the Watershed Program Manager, develops, coordinates, and monitors watershed health projects and related programmatic initiatives. Coordinates multi-jurisdictional projects in compliance with federal, state, and local environmental laws and regulations. Monitors compliance with contracts and provides direction to consultants. Conducts extensive research and analysis for special projects and project work in areas ranging from ecological restoration to recreation. This is a skilled, professional level position requiring advanced, in-depth knowledge of scientific principles, planning, analysis techniques, and environmental regulations.

TYPICAL DUTIES:

1. Prepares and implements projects in a diverse partnership environment.
2. Research and prepare programmatic recommendations related to the Watershed Program's goals, objectives, and existing efforts.
3. Coordinates implementation of several Watershed Division permitting programs and initiatives. Develops and manages procedures necessary to track implementation and success metrics. Prepares documentation and manages required record-keeping for programs and initiatives.
4. Coordinates and conducts special studies with assigned staff and consultants. Coordinates the selection and management of consultants. Manages contract compliance and approves payment for services. Monitors consultant and contractor performance.
6. Performs the duties of a Watershed Ranger as needed.
7. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited college or university with a bachelor's degree in Natural Resources Science, Environmental Engineering, Landscape Architecture, Outdoor Recreation, Environmental Planning, or related field. Eight years paid professional experience, including fieldwork, in environmental matters, projects and/or regulations.
2. Knowledge of federal, state, and local environmental regulations.
3. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with environmental agencies, consultants, executive level managers, employees, and community. Proficient in computer use and the application of a variety of associated software.

Watershed Program Special Projects Coordinator - Cont.

4. Possession of a valid driver's license or Utah driving privilege card.
5. Proven background in project management.

DESIRED QUALIFICATIONS:

1. Previous experience working in municipal government, nonprofits and or other relevant agencies or businesses.
2. Experience and training with ecological restoration, land management, recreation management and wildland fire fuels projects in a multi-jurisdictional partnership-based environment.
3. Ability to ski and/or snowboard at blue level or above.
4. Winter snow/safety avalanche training.
5. Strong interpersonal skills, must be able to work with a broad array of public and agency partners.

WORKING CONDITIONS:

1. Heavy physical activity. Required to push, pull or lift medium to heavy weights, and to stand, sit or walk uncomfortably for extended periods.
2. Exposure to extreme heat, cold, dampness, noise, odors, dust, grease, elevation extremes and health and occupational hazards as may be expected when working in mountainous areas throughout the year. Some exposure to fire and hazardous materials. Considerable trail and driving hazards, especially in the winter. Requires physical ability to access watershed areas by whatever means available including by foot, motor vehicles, skis, snowshoes, boats, etc.
3. Exposure to stress because of human behavior, time-constraints, and multiple projects, demands, and deadlines, etc.
4. Must be able to respond to emergencies on a 24-hour basis as needed to supplement Watershed Program staffing.
5. May be required to work non-traditional hours.

A TEN YEAR PERSONAL, CRIMINAL AND EMPLOYMENT BACKGROUND CHECK IS REQUIRED FOR THIS POSITION.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.