

COON CREEK WATERSHED DISTRICT

Position Description

POSITION TITLE:

Project Manager - Water Restoration and Protection Coordinator

POSITION AUTHORIZATION:

Minnesota Statute 103A, 103B, 103D, 103E and the Federal NPDES Program with which Coon Creek Watershed District (District) is required to comply. The position supports implementation of the District's Comprehensive Watershed Management Plan, Capital Improvement Plan (CIP), and Watershed Restoration and Protection Strategy (WRAPS) to meet statutory and regulatory requirements related to drainage, flood control, water quality, recreation, and wildlife habitat. Specific direction and essential duties are drawn from 40 CFR section 122 and 130, Minnesota Statute 114D, 103B, 103D, 103E, and 471.345, Minnesota Rule 7050 and 8410.0105, and MNR040000 MS4 General Permit.

POSITION PURPOSE:

To provide project management leadership for the District's capital improvement initiatives. This position ensures projects are effectively and efficiently planned, designed, permitted, constructed, and closed out in alignment with District goals and objectives. The role coordinates internal staff, consultants, contractors, and partner agencies to deliver projects that improve water quality, maintain drainage, reduce flooding, and enhance recreation and habitat within the watershed.

POSITION INTENT:

- Provide professional management of capital projects from inception through completion.
- Streamline communication and coordination among staff, consultants, and partners.
- Ensure timely and cost-effective delivery of capital projects that fulfill the District's regulatory and management objectives.
- Manage and coordinate complex capital projects that repair, maintain, and improve surface water resources in support of the District's mission and Comprehensive Watershed Management Plan goals and objectives.

ESSENTIAL DUTIES

Project Leadership and Coordination

- Lead and manage assigned capital projects through all phases (feasibility, design, agreements, permitting, bidding, construction, and closeout).
- Serve as the primary point of contact for project-related communication among internal programs, consultants, contractors, landowners, external partners, and regulatory agencies.
- Collaborate with professional engineers, legal counsel, and technical specialists to ensure projects are technically sound, legally compliant, and aligned with District policies and goals.
- Develop and maintain detailed project workplans, including timelines, milestones, and resource allocation, to manage workload, coordinate team efforts, and ensure timely and efficient project delivery.
- Provide leadership and coordination across internal teams by organizing staff efforts, aligning schedules, and leveraging available resources to meet project deadlines and objectives.
- Support or oversee consultant and contractor activities, including engineering, design, bidding, contract administration, and construction oversight.

Integration with Other District Programs

- Participate in or remain familiar with planning exercises, special studies, and subwatershed assessments led by other staff to understand the origin, purpose, and objectives of proposed projects.
- Consult with the Water Quality Program staff to interpret monitoring data, anticipate changing conditions, and adjust project implementation to achieve federal and state water quality standards.
- Consult with the Public and Government Relations Program to develop, implement, and maintain communication strategies, including newsletters, mailings, social media, project webpages, and onsite signage. Support early engagement strategies to guide project outreach planning.
- Consult with the Watershed Development Program as needed to understand permitting requirements, inspection protocols, and compliance considerations that may impact project design or construction.
- Coordinate with the Water Quality and Operations and Maintenance programs to incorporate design features that facilitate efficient post-construction monitoring, inspection, and maintenance.
- Apply this understanding to refine project designs and implementation strategies while preserving the intent of the original planning recommendations.
- Support a smooth transition of completed projects to the Operations and Maintenance Program and provide feedback to improve future project planning and design.

Financial and Regulatory Management

- Work with Financial Management Coordinator to ensure accurate and timely budgeting, invoicing, and accounting for capital projects. Track expenditures, grant reimbursements, and annual carryovers to maintain financial accountability.
- Coordinate funding strategies, budgets, and grant opportunities to ensure financial accountability and cost-effective implementation.
- Manage permitting processes and regulatory compliance by working with relevant agencies and stakeholders, including landowners, and by developing or supporting agreements such as Cooperators Agreements, Memorandum of Understanding (MOUs), and Joint Powers Agreements (JPAs).
- Monitor project budgets and schedules to ensure work is completed within scope, on time, and within approved funding limits.

Interagency and Partner Collaboration

- Facilitate and enhance collaboration with local governments, partner agencies, and landowners to align efforts, build common understanding, share knowledge, and collectively improve regional water management outcomes.
- Represent the District in meetings, presentations, and cooperative initiatives to advance the mission and objectives of the District.

Program and Process Development

- Develop and maintain program workplans to organize and prioritize the District's water restoration and protection initiatives aligning project priorities with budget cycles and staffing capacity.
- Maintain and improve internal project management systems, software, tools, and procedures to enhance transparency and efficiency.
- Integrate lessons learned from project planning, implementation, and maintenance into District policies and practices.
- Contribute to long-range capital improvement planning and annual budget preparation.

Administration and Communication

- Prepare clear and accurate reports, correspondence, and updates for the Administrator, Board, and other stakeholders.
- Maintain strong leadership and communication skills to promote teamwork, ensure accountability, and respond effectively to internal and external project needs.

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree in civil or environmental engineering, natural resources, water resources management, environmental science, or a closely related field.
- At least five (5) years related experience managing water resource, public infrastructure, or environmental restoration projects.
- Demonstrated proficiency in project management, budgeting, scheduling, and interagency coordination.
- Strong communication, leadership, and organizational skills.
- Ability to interpret and apply relevant laws, rules, and regulations related to water resource management.
- Valid Minnesota Driver's Licenses required.

Preferred Qualifications

- Professional Engineer (PE) license or Project Management Professional (PMP) certification.
- Experience with municipal contracting law and construction contract administration.
- Familiarity with state and federal permitting processes (e.g., WCA, NPDES, Section 404 and 401, DNR Public Waters, SHPO, NHIS, OSHA).
- Experience administering or managing grants and interagency funding agreements.

Training/Introductory Period: One Year

Knowledge of:

- Principles and practices of project management, budgeting, and interagency coordination.
- Environmental regulations and permitting processes related to water resources, stormwater, wetlands, and natural resource protection.
- Public-sector procurement, contracting, and recordkeeping requirements.
- Methods and techniques used in infrastructure design, construction, and post-construction maintenance and monitoring.
- Familiarity with stormwater pollution prevention plans (SWPPP) and health and safety plans.
- District policies, rules, and statutory requirements applicable to local government water management.

Responsibility for:

- Managing project budgets and ensuring efficient use of public funds and resources.
- Working effectively in a culture of science-based decision making, cross program collaboration, and specialized expertise, while promoting professionalism, respect, and team cohesion.
- Exercises sound judgment and decision-making that impacts project outcomes, schedules, and partner coordination.
- Providing guidance or direction to other staff, consultants, or contractors involved in project delivery.

Communication Skills:

- Communicates effectively with a wide range of stakeholders, including landowners, consultants, agency partners, and elected officials.
- Prepares and presents complex technical and policy information in a clear, professional, and persuasive manner.
- Demonstrates strong facilitation, negotiation, and conflict management skills, exercising tact, diplomacy, and professionalism when addressing sensitive or contentious issues.
- Builds and maintains collaborative working relationships that support successful project outcomes and foster positive engagement among staff, partners, and the public.

Tool, Machine, Equipment Operation:

- Regular use of computer, telephone, printer, copier, and District vehicle.
- Proficient in standard Microsoft Office Suite and GIS or project management applications.

Analytical Ability:

- Ability to plan, organize, and prioritize work effectively to meet deadlines.
- Analyze technical information and apply sound judgment to problem solving and decision making.
- Develop clear and concise written reports, presentations, and recommendations.
- Work both independently and collaboratively to achieve District objectives.

WORKING CONDITIONS

Physical Demands: While performing duties of job employee typically handles office equipment, objects, or controls. May also include long periods of sitting or standing; walking over rough terrain; recurring bending, crouching, stooping, reaching or similar activities. Work may also include frequent lifting of moderately heavy items, such as equipment, materials, and samples that weigh up to approximately 50 pounds.

Work Environment: Office work has generally comfortable working conditions. The noise level in the office work environment is usually minimal, with occasional increased noise exposure. Great mental effort is required daily; a great amount of pressure and fatigue is present during an average workday; frequent exposure to stressful situations as a result of human behavior and constant deadlines. Some evening and weekend work required. Field work may involve exposure to moderate risks and discomforts, such as those due to:

- adverse weather conditions, such as precipitation, high winds and low and high temperatures.
- confined spaces.
- irritating chemicals.
- noxious fumes.
- flammable liquids.
- falling trees.
- hostile wildlife.
- poisonous and disease carrying insects and plants.
- potentially pathogenic bacteria.
- contagious diseases; and/or
- carcinogenic materials.

Work may require special safety precautions and/or protective clothing and equipment. Regular driving required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

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| Employee: | Date: |
| Human Resources: | Date: |
| District Administrator: | Date: |