

WATERSHED/WATER QUALITY PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for the design, implementation, and daily administration of Ulster County's Water Quality Strategy, including the Ulster County Collaborative Stormwater Program. The incumbent manages this program within the Ulster County Environmental Management Council/Water Quality Management Agency (EMC/WQMA). The employee coordinates the efforts of the department staff in conjunction with municipal authorities or their agents to establish and carry out a coordinated effort for a regional watershed strategy. The work is performed under the general supervision of the EMC/WQMA Chairperson/Director, with wide leeway allowed for the use of professional judgement in carrying out the details of the work. Supervision over non-professional staff, interns and volunteers may be a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Works with the Ulster County administrator for the New York State Small Municipal Separate Storm Sewer Systems (MS4), the Federal Phase II Stormwater Program, and any other stormwater control related law or regulation, managing the programs as necessary;

Meets with municipal officials and watershed administrators as stakeholders in watershed management issues to coordinate and implement a comprehensive regional plan that ensures compliance with all matters regarding the implementation, modification and updating of the MS4 mandates;

Interprets and communicates MS4 structure, policies and procedures to EMC/WQMA department staff, relevant County agencies, municipal authorities and other entities that have an interest in, or impact on, water quality management to ensure accurate data collection and documentation;

Serves as departmental contact with agency staff for all stormwater management issues, providing oversight for all water quality programs and coordinating MS4 procedures to eliminate duplication and ensure accurate and consistent reporting procedures;

Prepares periodic reports for the EMC/WQMA, regional planning agencies and the State, evaluating the impact of MS4 activities on the operation and efficiency of water quality management programs;

Designs and conducts field assessments and data collection procedures to determine the appropriate best-management practices for stormwater management, erosion stabilization, sedimentation control, and wetland protection and/or restoration;

Prepares an annual report to the Ulster County Legislature, giving an assessment of water quality conditions in the county, status of monitoring activities, facilities construction, on-going waste water treatment facilities, and recommendations to improve water quality management;

Develops and conducts instructional programs on watershed policy, water quality and MS4 stormwater programs for County employees, community participants and schools;

Researches, writes grants and assists with the development of the EMC/WQMA budget;

Participates in technical studies using Geographic Information Systems (GIS) and Ground Positioning Systems (GPS) programs, which aid in the collection, tabulation and analysis of technical watershed planning data to produce maps, charts, graphs and reports for the various constituencies and the public;

Assists in creating watershed databases for purposes of developing regional planning criteria for the EMC/WQMA;

Assists in the design and implementation of a variety of watershed best-management practices for open space projects, forest management, parks and trails projects, and bio-engineered or engineered erosion control/stabilization projects to aid in stream and wetland protection and/or restoration;

Assists members of the EMC/WQMA to prepare annual reports for the Ulster County Legislature and the State Department of Environmental Conservation and other regional or Federal agencies as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices and procedures of municipal and regional watershed planning; good knowledge of GIS/GPS equipment and software and field assessment techniques for collecting, analyzing and interpreting statistical data; good knowledge of the laws, rules, regulations and procedures governing regional water quality planning programs; working knowledge of the physical, geographic and political make-up of Ulster County; skill in the use of a variety of hand and power tools and electronic data instruments; ability to secure the cooperation of others and to deal effectively with a

wide variety of governmental agencies, municipalities or individuals; ability to prepare and present statistical and narrative written and oral reports; ability to communicate effectively both orally and in writing; initiative; tact; courtesy; resourcefulness; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Forestry Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Sciences or a closely related field specifically related to watershed/water quality or natural resource planning, and two (2) years of experience in water quality management, stormwater or watershed management, erosion and sediment control, urban or regional natural water resource planning including practical field experience and program development; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Forestry Environmental Studies, Environmental Engineering, Natural Resources Management, Natural Sciences or a closely related field specifically

related to watershed/water quality or natural resource planning, and four (4) years of experience in water quality management, stormwater or watershed management, erosion and sediment control, urban or regional natural water resource planning including practical field experience and program development; **OR**

C. An equivalent combination of training and experience as designated in A and B above.

Note: At time of appointment, and throughout employment in this title, candidate must possess and maintain a valid New York State Driver's License appropriate to the vehicles operated.

ULSTER COUNTY
10, 2005
7665 WTR PR CD
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: May